



MIAMI VALLEY JUVENILE REHABILITATION CENTER

2100 Greene Way Blvd., Xenia, OH 45385

April 2020

PROGRAM MANUAL

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WELCOME - INTRODUCTION

1

First paragraph is to be read aloud by youth to staff person during intake.

You have been placed at the Miami Valley Juvenile Rehabilitation Center (MVJRC). We understand that this may be an upsetting or even frightening experience for you, especially if this is your first time away from your family in a secure facility. Please know that you will be cared for by a highly educated and trained professional staff dedicated to working with youth and their families. MVJRC has an outstanding safety record and is committed to protecting you. We believe that your success in treatment depends, first and foremost, on you feeling safe and secure.



Youth at MVJRC are here for a wide range of offenses, mostly involving victims. The staff is committed to preventing further victimization of anyone in this facility. The offenses committed by MVJRC youth are confidential matters to be discussed only in appropriate treatment settings with staff.

MVJRC was established in 2000 and is one of 12 juvenile Community Correctional Facilities (CCF) in Ohio. The CCF network was established as an alternative to the “warehousing” of youth in high population prisons. Currently, there are 3 juvenile prisons in Ohio. Your placement here means that you were committed to prison but were given a “suspended commitment”, which means that you do not have to go to prison if you successfully complete your treatment program here. Someone in your court thought that you were worth a second chance.

All of the CCF’s, including MVJRC, are designed to be smaller than the existing juvenile prisons so that you can be known personally and treated with more care. Most importantly, MVJRC is a correctional *treatment* program including individual, group and family therapy as well as other treatment-based programming.

In conclusion, we are here to help make your stay as positive as possible. We believe in you and your potential to reach your goals in life. If you have any questions or problems please feel free to talk with any staff person.

Dedicated to Your Success,



Michael Higgins, Director
Miami Valley Juvenile Rehabilitation Center



ABOUT MVJRC

MVJRC is funded by the Ohio Department of Youth Services but is also part of the Greene County government and serves at the pleasure of the Greene County Juvenile Court Judge, who is an elected official. Under the Judge, MVJRC is part of the Greene County Juvenile Justice Complex, which includes the Greene County Juvenile Court and Greene County Juvenile Detention Center.

MVJRC is accredited by the American Correctional Association (ACA). ACA is a non-profit organization that administers the only national accreditation program for adult and juvenile justice programs. The purpose of the organization is to support facilities in achieving the highest standard of care for the persons they serve. MVJRC has been accredited since 2007, which means that we meet approximately 308 standards of excellence every year.

The University of Cincinnati's Department of Criminal Justice, in partnership with the Ohio Department of Youth Services, administered a comprehensive rehabilitation program evaluation of MVJRC in 2009. MVJRC's program received an over-all rating of "effective". MVJRC, in partnership with the University of Cincinnati, established the MVJRC program as a "high fidelity cognitive-behavioral program" in 2012. This means that the MVJRC program is modeled on cognitive-behavioral therapy (CBT), which is a form of therapy that aims to link thinking and behavior towards better consequences. This form of therapy is considered "evidence-based", which means that science supports it as effective in changing people's lives. When asked "what works" in helping people change for the better, CBT is at the top of the list.

MISSION STATEMENT

The Miami Valley Juvenile Rehabilitation Center is committed to the rehabilitation of Ohio juvenile felony offenders to improve public safety. We are committed to fulfilling this mission with pride by providing a safe, clean setting where pro-social behavior is taught, modeled, and practiced at every opportunity.

PROGRAM PHILOSOPHY

MVJRC offers a cognitive-behavioral and social skills development program in which problem solving strategies are modeled, practiced, and reinforced. Youth are encouraged to re-define themselves in socially responsible and personally fulfilling ways. The program targets criminal thinking as well as the effects of trauma and victimization by challenging cognitive distortions, pro-criminal attitudes/values, negative peer associations, substance abuse, and unhealthy expressions of anger.

Much of the design of the MVJRC program is based on precepts from the following sources: "Reclaiming Youth at Risk" by Larry Brendtro, Martin Brokenleg, and Steve VanBockern, "Skillstreaming" by Arnold Goldstein, "Inside the Criminal Mind" by William Glasser, and "Rational-Emotive Therapy" by Albert Ellis. The integrity of the program is supported by adhering to the standards and procedures of the American Correctional Association. The program is delivered by a highly trained staff dedicated to providing youth a structured and challenging learning environment in which they can develop pro-social behaviors from every opportunity.

CHARACTER DEVELOPMENT

MVJRC provides or make arrangements for the provision of the following programs and services:

- ✓ Educational, vocational, and psychological assessment
- ✓ Educational/vocational programs
- ✓ Individual and group counseling activities
- ✓ Appropriate recreation and leisure activities
- ✓ Consistent family contact
- ✓ Food service
- ✓ Assistance with transportation
- ✓ Transitional services
- ✓ Emergency financial assistance
- ✓ Medical health services
- ✓ Mental health services
- ✓ Employment counseling and placement

The treatment program at MVJRC is based upon the *developmental experiences* of **The Circle of Courage**, a Native American child-rearing model. Youth will stay until they have successfully completed the four stages of the circle: **Belonging; Mastery; Independence; and Generosity**. A successful journey will take at least five months. The youthful traveler on this journey of personal development will be guided along by staff who themselves have traveled this very same path, the path of Hanbleceya, “a quest for vision into oneself”. The ambition of this journey is that the youthful traveler becomes a *disciplined person*: he **knows** what he values; he becomes a **disciple** of those values, believing deeply in them; and, as a result, he **behaves** in ways reflecting those beliefs. Behavior, then, is guided more by personal belief than by efforts to either avoid punishment or be rewarded by others. The ultimate rewards come from within, from the sense of well-being that is found in the strength of the disciplined person.

The path of the daily journey is found in **The Daily Living and Socialization Plan**, a schedule of daily events which includes the **social expectations** necessary to allow those events to occur. Daily life includes school, physical fitness, drug treatment, personal well-being, enrichment, privilege time, recreation, as well as those activities fundamental to normal life (like personal hygiene, housekeeping, and personal planning).

Four principles that govern how life in MVJRC is to be conducted are:

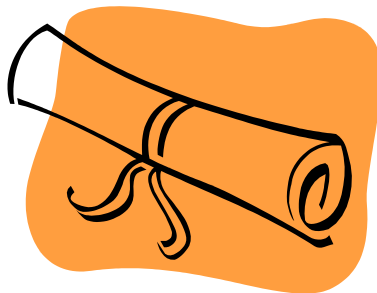
1. Care, welfare, safety and security of all people.
2. Courage needed for the journey in search of personal development.
3. Personal responsibility for social expectations and acceptance of natural consequences.
4. The use of critical events as opportunities for personal development.

The first of four phases of the program at MVJRC, “Belonging”, begins immediately after you are processed into the facility. You will be assigned your own room. You will be responsible for the care of your room, its contents, and all other property you will be using while you are here. Significant, intentional damage to MVJRC property will result in Criminal Damaging charges filed with the Court and your parent/guardian will be billed for the cost of the damages.

The clothing you are wearing will be provided to you on a regular basis. Your personal property, including your own clothing, has been safely stored. You will be permitted to use it at a later time during your stay here and it will be returned to you at the time you earn the privilege of wearing your own clothes (if the clothing is appropriate by MVJRC guidelines).

In order to successfully complete the MVJRC treatment program, you must successfully complete all four phases of the program. Your own personal “Journey Book” shall be provided to you during orientation. It will serve as a guide and resource book for the program. Prior to moving from one phase to the next, you must successfully complete the expectations identified in your Journey Book and Program Manual as well as the requirements of “Rites of Passage” identified in Appendix # 5. Your Journey Book is yours to keep and must be maintained during your stay. Do not abuse or damage the Program Manual during your stay.

A “fifth” stage known as “graduate” may occur upon completion of the Journey Book until the time of your release. This is basically an extension of the Generosity stage, although you may be called upon to assist in Circle sessions as needed. For those anticipating an extended residence at MVJRC (e.g., 6 – 12 months), you may be required to complete the Journey Book more than once by beginning over in Belonging. Behavioral expectations are the same as one assigned to Generosity.



MENTAL HEALTH THERAPY

You will be assigned an individual Mental Health Therapist. Your Mental Health Therapist will assist you in developing Treatment Goals as part of a Personal Program Plan. Also, your Mental Health Therapist will meet with you for individual sessions at least once weekly and support you through the treatment process. Your Mental Health Therapist will also set up a monthly Family Therapy session. Group Mental Health Therapy sessions will be established as needed.

You may request to see your Mental Health Therapist at other times via a *Mental Health Therapist Request Form* located in all day rooms. These forms may be dropped off in the box located by Classroom #1 in the main corridor. In addition, your Mental Health Therapist will act as liaison between you, the facility and your parents, school, caseworker(s), therapists, and court officials.

AFTERCARE

Although aftercare is a responsibility of your home court, MVJRC shall assist you in the development of a “transition” or aftercare plan. During your final two stages of placement, you will begin to prepare for your return to the community. You will become more independent, you may be involved in community service projects off site, and you will be granted Transition Releases off site based upon appropriate behavior. (See Appendix #12 Transition Release Agreement).

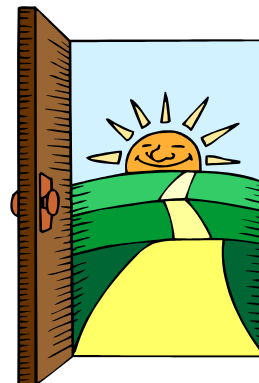
Transition Releases may be granted as follows: an eight hour release during Independence; a two day release during Independence or Generosity; a three day release during Generosity; and a five day during Generosity. All releases are conditioned upon the following, you must:

1. Not be empowered the day of release.
2. Develop a plan for this visit with the assistance of your Mental Health Therapist and parent or guardian.
3. Be stable and making satisfactory progress in the program.

If you have been written up for a Serious Problem Behavior or Major Rules Violation less than seven (7) days prior to an eligible release or empowered the day of your release, you will not be permitted to leave as planned. Finally, MVJRC staff shall maintain the authority to cancel any release at any time.

The criteria for successful Permanent Release are as follows:

1. Treatment goals are satisfied.
2. Complete successfully Transition Release cycle.
3. Juvenile is stable.
4. Parent/guardian is stable and available.
5. Complete Character Development Curriculum Workbook (if required).
6. Complete Wrap Around meeting.
7. Complete Permanent Release Hearing (if required).



ACADEMICS

Xenia Community Schools provides credit-bearing educational services for the youth at MVJRC. Services include certified teachers for academics and physical/health education, curricula administration, curricula support, special education services, collaboration with home school districts, and records and credits.



MVJRC staff function as aides to the teachers during sessions. Both the teacher and the staff actualize the behavior management system of MVJRC. Community service, work/vocational programming shall not interfere with educational and treatment programs.

Odysseyware

Students in the MVJRC classroom work in a quiet, self-directed environment at individual computer stations. The classroom population does not exceed 15 youth and is supported by an Intervention Specialist, a Literary Specialist and a MVJRC direct-care staff. The adult to youth ratio in the classroom typically ranges from 4:1 to 7:1, which allows for a high level of individualized attention.

Odysseyware comprises the MVJRC school curriculum. Odysseyware is a leading provider of online curriculum and eLearning Solutions for charter, public, and virtual schools across the United States. With more than 30 years of experience, Odysseyware provides innovative, 21st century learning opportunities for today's tech-savvy learners. Headquartered in Chandler, AZ, the company has effectively revolutionized online education by offering a multimedia-enriched curriculum for grades 3-12.

Founded on research-based educational models, Odysseyware's curriculum reaches students who are challenged within the constraints of the traditional classroom. With the accelerated use of technology, the company enhanced their curriculum to include an increasing number of interactive and Internet-based features. Today, the company offers students a customizable, web-based curriculum accessible from anywhere at any time.

Compass Learning

Compass Learning is used as a supplemental program to enhance students' educational growth. It includes lessons and activities that are built upon current and confirmed research about the way students actually think and learn. Compass Learning software for elementary and secondary students make differentiation and personalizing instruction easier, and its formative assessments and reporting tools help educators use real-time data to drive critical instructional decisions.

DAILY SCHOOL SCHEDULE

The school day begins at 8:00 a.m. and ends at 3:30 p.m. Monday through Friday. Youth are divided into two separate tracks.

As a resident of MVJRC, you are enrolled as a student of the Xenia Community Schools. Students work through Odysseyware while in the classroom for the duration of the program. While this work will prepare you to take the GED, it is not GED focused. Any GED work you do must be accomplished outside of the classroom on an individual basis.

In order to measure academic achievement and assist in program evaluation and development, each youth is administered the MAPs (Measure of Academic Progress) assessment soon after his/her arrival and prior to release. The MAPs assessment is an up-to-date, multi-level, norm-and criterion-referenced achievement test that measures mathematics, reading, and language skills. For children and older adolescent learners, MAPs provides a complete representation of academic skills and grade equivalency without requiring one-on-one administration or hours of testing. With MAPs we are able to quickly and easily evaluate student mathematics, reading, and language skills as well as assess student progress over time.

LIFE SKILLS

In addition to academic course work, Life Skills classes are offered as time permits. Elements of the Life Skills Curriculum include:

1. Health: Sexual Education (STD/HIV) classes.
2. Character Development: Moral, ethical and personal development issues may be explored via video presentations and group activities.
3. Personal Finance: College readiness, labor market information, employability skills, and vocational topics may be presented.

GIRLS' CIRCLE

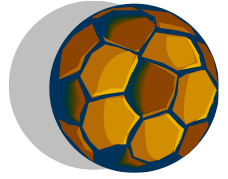
Girls' Circle is a model for a structured support group for adolescent girls. Its curriculum is designed to help girls learn to develop and maintain authentic connections with peers and other women, counter trends toward self-doubt and build self-esteem, and allow for genuine expression through verbal sharing and creative activities.

Girls meet regularly with female staff trained to facilitate the program. During these times the girls take turns talking and listening to one another in response to issues presented. By voicing ideas and opinions in a safe environment, it strengthens confidence and encourages self-expression more fully. Further development occurs through creative or focused activities such as role playing, drama, journaling, poetry, drawing and collage. Some of the themes that are introduced are trusting oneself, friendship, body image, goals, competition, and decision-making.

To participate, girls need only have the desire to participate pursuant to guidelines established by the group: no put-downs or interrupting others; offer experiences – not advice; keep the focus; and keep what is said in group private. Girls are free to share at their own pace. Through listening and demonstrating respect for themselves and others, participants can reflect on and express their own thoughts and feelings with peers. The Girls' Circle does not aim to provide advice, but encourages girls to share experiences that may be helpful to one another.

PHYSICAL EDUCATION

The MVJRC Physical Education program is fitness based program focused on performing varied functional movement at high intensity. Youth learn the basics of compound movement while improving cardiovascular/respiratory fitness and strength.



RELIGIOUS PROGRAM

Youth have the opportunity to participate in practices of their religious faith in accordance with legislation of the authority having jurisdiction. Youth are asked to make a statement regarding religious practices as part of the intake process. Youth may make a statement regarding religious practice or request religious materials at any time during their stay via Youth Request and Grievance form. A non-denominational Religious Program is offered weekly. The goal of the program is to provide spiritual services. All youth may attend but may choose not to.

P.E.A.C.E.

The Miami Valley Juvenile Rehabilitation Center (MVJRC) offers the Positive Experience for African American Character Enhancement (P.E.A.C.E.) Program to extend its services in a specialized, culturally sensitive manner and to help meet some of the specific needs of its African American residents.

Topics include exploration of African American culture, cultural identity, diversity, education, citizenship and positive modeling.

MEDICAL

You will be given a medical exam by the MVJRC Nurse shortly after your arrival. At that time, the nurse will review the medical services available to you during your stay. You may request these services at any time by completing a *Nurse Request Form* located in each dayroom. *Nurse Request Forms* may be dropped off in the Nurse Request box located by Classroom #1 in the main corridor.

The proper way to request to see the nurse is via a *Nurse Request Form* located in all dayrooms. You may ask permission to complete a *Nurse Request Form* at any time. The only exception to this is in the case of an emergency. A medical emergency is a serious injury or health-threatening illness that requires immediate medical attention. In the case of a medical emergency, report it to any staff immediately or activate the intercom button in your room.



PHONE PRIVILEGES

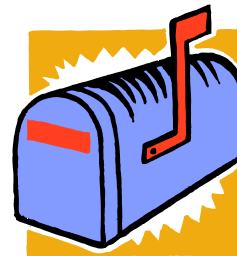
You will be permitted to phone your parent(s) or guardian(s) the day you enter the facility. Furthermore, you may be permitted to call twice each week during visitation hours. If you receive a visit, you will be allowed to place one phone call only to the non-visiting parent/guardian. Phone calls will be limited to five minutes and they may be to your parent(s) or guardian(s) only. Phone calls are monitored by staff.

VISITATION

Visitation by parents and/or legal guardians may be scheduled twice weekly. Visitations occur within a half-hour time period that includes transition time to and from visitation. Visitation is by appointment only. Court officials, attorneys, case workers, counselors and clergy may visit at any reasonable time.

VISITATION SCHEDULE			
Wednesdays	7:00 – 8:30 p.m.		
Sundays	1:00 – 2:00 p.m.	2:00 – 3:00 p.m.	4:00 – 5:00 p.m.
Those parent/guardians that are 1 ½ hours away will receive a one hour visit or more.			
Call to Schedule an Appointment for Visitation: (937)562-4151			

WRITTEN COMMUNICATIONS / MAIL



All residents at MVJRC may send and receive mail within the following guidelines.

Contraband: Contraband includes any item listed in the MVJRC Program Manual, or any item that is illegal by law or otherwise expressly prohibited by those charged with the operation of the facility. Contraband also includes, but is not limited to inappropriate artwork or photographs that depict nudity, security threat group activity, the occult, excessive violence or intimidation/slurs based on a person's race, ethnicity, gender, religious or sexual orientation.

Legal Mail: Mail addressed to a juvenile clearly bearing the return address of an attorney of record, a public service law office, a law school legal clinic, a court of law or a public official.

1. There shall be no limitation on the number of first class letters that a juvenile may send or receive nor the number of persons with whom a juvenile may correspond, except as provided in MVJRC policy. Mail shall not be read by staff unless there is a reasonable cause to believe the content of the correspondence may incite or endanger the order and security of the facility.
2. Juveniles may keep up to 15 Letters in their room. Mail in excess of 15 letters shall be placed in the youth's personal property locker in the Locker Room. Maintaining the proper number of letters is the juvenile's responsibility. Requests to move excess letters to the personal property locker can be made daily via *Youth Request & Grievance Form*. The number of letters is determined per letter as opposed to per envelope.
3. Letters and envelopes which have been received and retained by juveniles in his/her room may be further checked for contraband pursuant to room searches. Staff may not read juvenile letters but may shake and handle letters in such a way as to search for contraband.
4. Mail or letter writing materials shall not be carried on a juvenile nor may mail or said materials be shared between juveniles.
5. Mail correspondence may not be copied except by therapists in accordance with furthering established treatment goals.
6. All funds mailed to juveniles shall be processed per policy regarding Juvenile Funds and/or Juvenile Rights regarding personal property.
7. All outgoing mail shall be clearly identified by the sender's name and address. Any outgoing mail not so identified may be opened and read with administrative authorization for the purpose of identifying the sender.

MVJRC Sue Smith 2100 Greene Way Blvd. Xenia, OH 45385	Stamp
Mr. and Mrs. John Doe 1 North Main Street Anytown, OH 45385	

8. Juveniles shall seal their own first class letters in the presence of a staff member pursuant to scheduled letter writing activities. Envelopes shall meet the appearance of a standard letter to include address and return address only. Artwork or graphic symbols of any variety shall not be accepted for postal service. All mail, including legal mail, shall be opened and inspected in the presence of the juvenile-addressee for the presence of contraband. Staff shall briefly scan the contents of the letter. Under no circumstances is juvenile mail to be read without documented administrative approval.

Peripheral Scanning: What is a Peripheral Scan?

1. The letter is opened in the youth's presence.
2. The salutation and conclusion of the letter are observed first (2-3 seconds). The trained eye is looking for inconsistencies regarding addressee on the envelope, violations of non-contact order or stylistic inconsistencies regarding hand-writing.
3. The text is viewed briefly as a textual "image" (1-2 seconds). The trained eye is looking for security threat materials in the form of threat words/phrases and/or graphic symbols.
4. The letter is then returned to the envelope and handed over to the youth. The entire process of peripheral scanning should take about 5 seconds and can even be accomplished while engaged in friendly conversation.
5. The overall process of greeting the youth, opening the letter checking the envelope for contraband, scanning the letter, folding the letter and returning the letter to the youth should take about 15-30 seconds.

Inspection of Incoming Mail:

1. Correspondence is delivered and accepted only through the U.S. Postal Service and must be post-marked as such. Letters or packages brought to the facility in any other manner shall not be accepted.
2. Incoming mail shall first pass through the Administrative Office. The MVJRC Administrative Assistant shall deliver mail to the Control Center daily. Incoming mail that does not have a complete address or return label may be returned to the sender or the post office by the Administrative Assistant per policy regarding withholding of mail.
3. Staff shall check all incoming mail with the MVJRC No Contact Order list. Mail that appears to be in violation of a No Contact Order shall be handled per policy regarding withholding of mail. A letter which is incorrectly addressed may be returned to the sender after a reasonable effort to ascertain the identity of the addressee has failed.
4. All mail, including legal mail, shall be opened and inspected in the presence of the juvenile-addressee for the presence of contraband. Staff shall briefly scan the contents of the letter. See "Peripheral Scanning" above.

Determination of Disposition of Contraband: The Director or designee shall determine the disposition of contraband. The contraband may be:

1. Returned to the sender.
2. Confiscated as evidence.
3. Held for the benefit of the juvenile-addressee.
4. Disposed of in a manner consistent with policy.
5. Disciplinary process initiated.



No material or correspondence will be considered to present such a threat solely on the basis of its appeal to a particular ethnic, political, or religious group.

If Correspondence Constitutes a Threat: Correspondence must meet at least one of the following criteria to be constituted as a threat:

1. The correspondence incites, aids, or abets criminal activity or violations of MV JRC rules, such as, but not limited to, rioting, extortion, illegal drug use, conveyance of contraband or security threat group communication.
2. The correspondence incites, aids, or abets physical violence, such as, but not limited to, instructions in making, using, or converting weapons.
3. The correspondence incites, aids, or abets escapes, such as, but not limited to, instructions on compromising facility security and control.
4. The correspondence is in code or cipher.
5. The correspondence violates an established court order such as a Non-Contact Order.
6. The correspondence violates a standing administrative order. MVJRC administrative orders regarding mail are:
 - a. No juvenile on probation may communicate with others on probation, parole or in jail, or prison, unless a family member.
 - b. No juvenile who is an ex-resident of MVJRC may communicate with current residents of MVJRC unless a family member.

Juveniles are prohibited from sending any letter that meets the following criteria:

1. The correspondence is threatening or would present a threat to the safety and security of the facility, its staff or juveniles, including but not limited to escape.
2. The correspondence incites aids or abets, is or contains evidence of, or constitutes criminal activity or violations of MVJRC rules, such as, but not limited to, rioting, extortion, illegal drug use, conveyance of contraband or security threat group communication.
3. The correspondence incites, aids or abets, is or contains evidence of, or constitutes physical violence, such as, but not limited to, instructions in making, using, or converting weapons or bringing harm to another.
4. The correspondence is in code or cipher.
5. The correspondence is intended for a current MVJRC resident.
6. The correspondence is intended for any person, firm, association, or other entity for the purpose of soliciting funds or property without the prior approval of the Director.
7. The correspondence violates a standing administrative order. MVJRC administrative orders regarding mail are:
 - a. No juvenile on probation may communicate with others on probation, parole, or in prison, unless they are a family member.
 - b. No juvenile who is a resident of MVJRC may communicate with ex-residents of MVJRC unless they are a family member.

Any violation of preceding shall be considered a violation of the rules of conduct and may result in disciplinary action. Sanctions for such violations may include a restriction of the juvenile's mail privileges for a specific period of time. Any mail restriction imposed must be only the minimum required to prevent future abuse of the mail privilege.



PERSONAL HYGIENE SUPPLIES

The following personal hygiene supplies shall be made available to you upon admission: cup, comb, toothpaste, toothbrush, deodorant, and shampoo. Resident shall be responsible for requesting replacement of appropriate items. Resident may use their own personal supplies once they enter the “Mastery” phase. Parents will be permitted to provide these items to residents with due regard for security issues (i.e., no aerosol cans, no glass bottles). Personal hygiene supplies shall remain in your dayroom locker when not in use (see Appendix #1).

HAIRCUTS

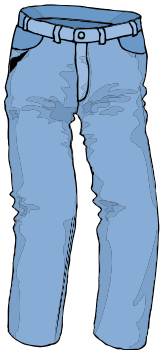


A licensed hair care specialist will be available periodically to administer haircuts. Residents may be identified as being in need of a haircut and will be scheduled for an “appointment”. Residents in the process of earning Transition Releases may not be considered for this service.

CLOTHING / LINENS

All youth shall wear the clothing provided by MVJRC during the first two phases of the program. Clean clothes, as well as linens and blankets, shall be provided to youth upon arrival to MVJRC. Youth will receive eight (8) blue t-shirts, five (5) gray gym t-shirts, three (3) sweatshirts, five (5) pairs of pants, five (5) pairs of gym shorts, and ten (10) boxers/undergarments, ten (10) pairs of socks and one (1) pair of sandals for daily wear upon entrance.

Parents are asked to provide youth with socks and undergarments of their own upon their first visitation. Youth will also receive a laundry bag, blanket, pillow, flat sheet, fitted sheet and pillowcase for their linens. Youth shall be responsible for the care of these items as well. They will receive a laundry day in which they will learn to care for their provided clothing. If a need arises for a replacement item, youth are to write a *Youth Request and Grievance Form* to the Intake Officer.

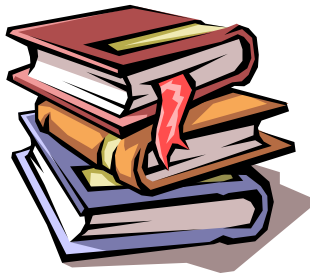


Youth may be permitted to wear their own tennis shoes during physical activities. However, shoes that may be “gang related” will not be permitted. During Independence residents may wear their own clothing and be responsible for its care. A list of appropriate clothing can be found in the back of this manual (see Appendix #2).

READING MATERIALS / PUZZLES

Literature shall be provided to you by the facility. However, if you wish to bring books or magazines or have someone do so during visitation, that is permitted under the following conditions:

1. **BOOKS ARE EXAMINED:** All books or magazines are examined for contraband and advertisements and fillers removed. All magazines other than those listed below shall be screened by the Operations Manager or designee.
2. **MAGAZINE LIST:** *Car & Craft, Ebony, Essence, People, Popular Science, Sports Illustrated, Teen, Time, ESPN, Smithsonian, Sport, Life, Newsweek, National Geographic, Seventeen, and Reader's Digest.* No reading material allowed with drugs, alcohol or guns.
3. **AVAILABLE DURING OR CODE 1:** Magazines shall be available to youth during Code 1 but may not be taken to one's room.
4. **MVJRC PROPERTY:** Literature brought to the facility becomes the property of MVJRC to be shared with all.
5. **INAPPROPRIATE MATERIALS:** Materials deemed inappropriate by the Operations Manager or designee shall be disposed of or stored in the youth's property locker.
6. **BOOK EXCHANGE:** Library book exchange may be accomplished at least weekly or more often based on staff discretion or during Code 1.
7. **REFERENCE BOOKS:** There will be an opportunity to check out/in one Reference Book weekly based on staff discretion. The Reference Books include Science (Chemistry, earth science weather, etc.) World History, US History, Culture, Self Help, Dictionaries, Encyclopedias and a variety of other educational materials.
8. **PUZZLE EXCHANGE:** May be accomplished at least weekly or more often based on staff discretion.



MEAL OPTIONS

Objective: Maximize number of youth eating meals in group setting under staff supervision. Youth doors open for duration of meals hours daily.

Meal Option A: All youth eat lunch and dinner in Multi-Purpose Room. Food cart to Multi-Purpose. Transition. Seating arrangements pursuant to gender, dayroom, peer conflict considerations. Video support from Control. All available staff present to supervise. Kitchen secure (door locked, roll-up doors closed). 15 minutes or less to eat from time seated to time trays returned to food cart. Use timer, as needed. Clean surfaces. Transition to dayrooms. Allow bathroom break only – no general hygiene (medical only). **Post-Meal:** Allow youth room doors to remain slightly ajar (open 1 inch) for remainder of the meal hour. Room confinement (door locked) voluntary (self-confinement). Self-confinement documented on Daily Log (“Self-Confinement”-133, 142, 156). Code 1 in room – see Program Manual definition for Code 1. Exception: Acting out youth or youth who violate Code 1 pursuant to Program Manual definition. Control Center monitor dayrooms. Pizza day: Serve pizza to be eaten in rooms after meal.

Meal Option B: Youth eat lunch and dinner in combination of dayrooms or rooms. **Criteria:** Breakfast, meal arrives more than 15 minutes late; acting out youth; PREA 1:8; documented security concern or exigent circumstances. Staff to establish rotation schedule to ensure fairness. Food cart to dayrooms. Staff to maximize number of youth who eat in dayrooms based on available staff. Youth who eat in rooms Code 1 pursuant to Program Manual definition. Video/audio support from Control. All available staff present to supervise. 15 minutes or less to eat from time seated to time trays returned to food cart. Use timer, as needed. Clean surfaces. **Post Meal:** Allow bathroom break only – no general hygiene (medical only). Allow youth room doors to remain slightly ajar (open 1 inch) for remainder of the meal hour. Room confinement (door locked) voluntary (self-confinement). Self-confinement documented on Daily Log (“Self-Confinement”-133, 142, 156). Code 1 in room – see Program Manual definition for Code 1. Exception: Acting out youth or youth who violate Code 1 pursuant to Program Manual definition. Control Center monitor dayrooms. Pizza day: Serve pizza to be eaten in rooms after meal.

Meal Option C: All youth eat lunch and dinner in rooms. **Criteria:** Breakfast, meal arrives more than 15 minutes late; acting out youth; PREA 1:8; documented security concern or exigent circumstances. Food cart to dayrooms. Youth eat in rooms Code 1 pursuant to Program Manual definition. Video/audio support from Control. Allow bathroom break only – no general hygiene (medical only). **Post-Meal:** Allow youth room doors to remain slightly ajar (open 1 inch) for remainder of the meal hour. Room confinement (door locked) voluntary (self-confinement). Self-confinement documented on Daily Log (“Self-Confinement”-133, 142, 156). Code 1 in room – see Program Manual definition for Code 1. Exception: Acting out youth or youth who violate Code 1 pursuant to Program Manual definition. Control Center monitor dayrooms. Pizza day: Serve pizza to be eaten in rooms after meal.

SEARCHES

The staff shall search persons or areas in the facility as follows:

1. Frisk search or strip search all youth upon admission, at any time staff has reason to believe a youth is in possession of contraband or as part of routine searches.
2. Search rooms for contraband daily as a part of room inspections for cleanliness or if staff has reason to believe youth may be concealing contraband or as part of routine searches.
3. Strip search youth upon admission, following off site releases, community service, at any time staff believes youth is in possession of contraband or as part of routine searches.

INTERCOM

You are not permitted to use any intercom within the facility except the one in your assigned room only. Do not use intercom to ask programming questions. Additionally, the intercom in your room is to be used only for medical emergencies or restroom emergencies. A medical emergency is a serious injury or health-threatening illness that requires immediate medical attention. Some restroom use between the hours of 10:00 p.m. and 6:00 a.m. may be considered off task.

Room Based Leisure Time Activities are:

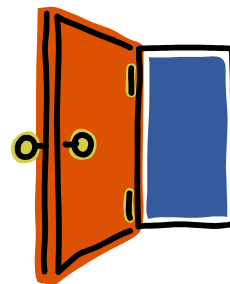
- Reading
- Game Books
- Staff Interactions
- Puzzles
- Music
- Cards
- Exercise
- Journaling
- Study
- Meditation
- Treatment Books
- Therapeutic Items

CODE 1 / CODE 2

Code 1 Definition: “Resident in Sleeping Room - Door Unlocked.”

With a staff posted in the dayroom, “Code 1” may be announced. For Code 1, residents are in their private room, and the doors are unlocked.

1. Doors may be kept slightly ajar or held wide open based on staff discretion.
2. Juveniles are to remain in sleeping rooms unless invited by staff to exit the room.
3. Uninvited exit from the sleeping room shall be considered an act of defiance. Staff shall consider uninvited exit as a breach of security and shall assess level of threat and respond appropriately.
4. Uninvited exit may result, at minimum, in a write-up for “defiance”.
5. While in Code 1 status, juveniles are expected to go about their business quietly in their sleeping rooms. Juveniles are not to post themselves at the threshold between the sleeping room and the dayroom, unless invited to do so by staff.
6. Staff may invite juveniles into the dayroom at their discretion for leisure, hygiene, house-keeping activities or other activities pertinent to the daily living routine.
7. Posted staff may vary Code 1 conditions.



Code 2 Definition: “Juvenile in Sleeping Room. Door Locked. 6:00 a.m. – 10:00 p.m.”

With a staff posted in the dayroom, “Code 2” may be announced. For Code 2, residents are in their private room, and the doors are locked.

1. Code 2 serves as a default status. This means that juveniles are expected to assume Code 2 status unless Code 1 is announced by a posted staff.
2. Code 2 is in effect when staff must leave their post in order to perform other duties, and under circumstances that result from a violation of security or trust (e.g. bullying, vandalism, violence, threats of violence, and defiance).

GRIEVANCE

Grievance Process (See Appendix 11 for example):

1. *Youth Request and Grievance Forms* are readily available and are posted in conspicuous locations on all dayroom living units.
2. Juveniles are informed via Intake Orientation and Program Manual of grievance process.
3. Juveniles are provided with writing utensils and are able to complete grievances at almost any time in privacy.
4. MVJRC staff shall not impose a time limit on when a juvenile may submit a grievance.
5. Juveniles indicate grievance by checking “grievance” on the referral form. If an appeal, check “appeal”.
6. All juvenile referral forms, including grievance, are transported and deposited directly by the juvenile author of the referral to locking boxes placed in a central, accessible location made known to the juvenile (outside of Classroom #1).
7. Access to locking boxes regarding *Youth Request and Grievance Forms* for grievance is relegated to the Program Manager or designee (primary designee: Operations Manager; secondary designees: Program Supervisors or Director).
8. The Program Manager or designee shall attempt to review the grievance as soon as possible. Program Manager or designee may request a written statement from the juvenile and may discuss the matter directly with the juvenile.
9. The Program Manager or designee shall observe “Chain of Command” action steps in considering distribution of grievance:

Step 1: Juvenile may, at first, be encouraged to resolve interpersonal matters directly by talking to the staff or juvenile, possibly with a mediating staff.

Step 2: If this is not acceptable or advisable or if not satisfied at the conclusion of Step 1, juvenile grievance may be addressed and delivered to Program Supervisor, Program Manager, Operations Manager or Director. Re-direction of grievances may occur by aforementioned staff in deference to level of appeal appropriate for specific grievance.

Step 3: If not satisfied at the conclusion of Step 2, juvenile may file grievance as an “appeal” with the Director.

Step 4: If not satisfied at the conclusion of Step 3, juvenile may file an appeal with any third party pursuant to Access to Courts/Access to Counsel section of this policy.

Step 5: Any grievance or request that potentially involves abuse, neglect, harassment or retaliation shall be forwarded directly to the Director or designee (primary designee: Operations Manager). In this case, the grievance process shall also be governed by Policy #7 re: Investigation and Special Grievance Policy regarding PREA 115.352.

10. The recipient of the grievance shall provide a written response promptly. Timeline for processing grievances may vary based on circumstances, although a reasonable expectation for processing a grievance is within one week of its dated filing.
11. Completed grievances shall be forwarded to the Program Manager. A copy is placed in the juvenile’s Behavior Check Sheet and/or becomes part of the juvenile case record.

12. The Program Manager numbers and files the original grievance and enters information about the grievance on a tracking form. Grievance information is tracked per calendar year. Tracking information includes grievance number, date filed, juvenile, staff (if applicable), program concern, and whether or not the grievance was substantiated or unsubstantiated.
13. In addition to *Youth Request and Grievance Forms* for grievance, separate forms and locking boxes are provided for Mental Health Therapist Request and Nurse Request.
14. Access to locking boxes regarding Juvenile Service Referral Forms for mental health or medical service is relegated to the Mental Health Therapists or Nurse, respectively.

Special Grievance Process PREA 115.352:

Regarding instances of potential abuse, neglect, harassment or retaliation, juvenile grievances shall additionally be governed by the following:

1. MVJRC staff shall not impose a time limit on when a juvenile may submit a grievance regarding an allegation of sexual abuse.
2. MVJRC staff shall not require a resident to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
3. Nothing in this special grievance process shall restrict MVJRC's ability to defend against a lawsuit filed by a resident on the ground that the applicable statute of limitations has expired.
4. MVJRC staff shall ensure that a juvenile who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint and such grievance is not referred to a staff member who is the subject of the complaint.
5. The MVJRC Director or designee (primary designee: Operations Manager) shall issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. Computation of the 90-day time period shall not include time consumed by juveniles in preparing any administrative appeal. MVJRC may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The Director shall notify the juvenile in writing of any such extension and provide a date by which a decision will be made. At any level of the administrative process, including the final level, if the juvenile does not receive a response within the time allotted for reply, including any properly noticed extension, the juvenile may consider the absence of a response to be a denial at that level.
6. Third Party Requests: Third parties, including fellow residents, staff members, family members, attorneys, and outside advocates, shall be permitted to assist juveniles in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of juveniles. If a third party, other than a parent or legal guardian, files such a request on behalf of a juvenile, the Director or designee may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the juvenile declines to have the request processed on his or her behalf, the Director or designee shall document the juvenile's decision. A parent or legal guardian of a juvenile shall be allowed to file a grievance regarding allegations of sexual abuse, including appeals, on behalf of such juvenile. Such grievance shall not be conditioned upon the juvenile agreeing to have the request filed on his or her behalf.
7. Emergency Grievance: An emergency grievance alleging that a juvenile is subject to a substantial risk of imminent sexual abuse may be filed at any time. Although an emergency grievance may be verbal initially, an emergency grievance is subject to a request for a written statement. An emergency grievance shall be reported directly and promptly to the Director or designee (primary designee: Operations Manager). The Director or designee shall provide an "initial response" within 48 hours and

shall issue a “final agency decision” within 5 calendar days. The initial response and final agency decision shall document the agency’s determination, via threat assessment, whether the juvenile is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance. If it is determined that a juvenile is subject to a substantial risk of imminent sexual abuse, MVJRC staff shall take immediate action to protect the juvenile pursuant to Protection from Harm section of this policy and First Responder Duties pursuant to Policy #18 re: Searches and Physical Evidence.

8. MVJRC staff may discipline a juvenile for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the juvenile filed the grievance in bad faith pursuant to Policy #25 re: Major Rules Violation.
9. The staff responding to grievance shall provide a written response promptly. If the grievance is related to a violation of the juvenile’s rights or program conditions, the Program Manager shall complete an investigation and prepare a report describing violation and response or may defer the matter to the Director. Time lines for processing grievances may vary based on circumstances. A reasonable expectation for processing a grievance is within one week of its dated filing.
10. Completed grievance is forwarded to the Program Manager. A copy is placed in the juvenile’s Behavior Check Sheet and becomes part of the case record.

Emergency Grievance (Policy #23)

1. An emergency grievance alleging that a juvenile is subject to a substantial risk of imminent sexual abuse may be filed at any time. Although an emergency grievance may be verbal initially, an emergency grievance is subject to a request for a written statement.
2. An emergency grievance shall be reported directly and promptly to the Director or designee (primary designee: Operations Manager).
 - a. On weekends, juveniles should report this information using an alternative method allowing staff to immediately forward the information to a level of review at which immediate corrective action may be taken.
 - b. Alternative methods include but are not limited to: calling the local crisis center, the ODYS Safety Tip Hotline or the Legal Assistance Program; informing parents/guardians, or informing another Third Party (pastor, PO, etc.).
 - c. Staff shall contact the Director and or Operations Manager for further instruction to ensure the safety of the juvenile who is believed to be at substantial risk of being sexually assaulted or sexually abused.
3. The Director or designee shall provide an “initial response” within 48 hours and shall issue a “final agency decision” within 5 calendar days. The initial response and final agency decision shall document the agency’s determination, via threat assessment, whether the juvenile is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
4. (115.362) If it is determined that a juvenile is subject to a substantial risk of imminent sexual abuse, MVJRC staff shall take immediate action to protect the juvenile pursuant to Protection from Harm section of this policy and First Responder Duties pursuant to Policy #18 re: Searches and Physical Evidence.
5. MVJRC staff may discipline a juvenile for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the juvenile filed the grievance in bad faith pursuant to Policy #25 re: Major Rules Violation.

JUVENILE RIGHTS

1. Access to courts/due process.
2. Access to legal counsel.
3. Freedom from discrimination based on race, religion, national origin or gender.
4. Protection from harm (corporal or unusual punishment, humiliation, denial of vital services, mental abuse, interference with daily functions such as sleep or eating).
5. Report of abuse and/or neglect.
6. Security of personal property.
7. Grievance.
8. Reasonable privacy/confidentiality.
9. Freedom in personal grooming and dress except when a valid interest justifies otherwise.
10. Inclusion in life-changing decisions.
11. Appropriate adult guidance and support.
12. Adequate food, clothing and housing.
13. Appropriate educational and/or vocational program.
14. Freedom from sexual abuse and sexual harassment and retaliation for reporting sexual abuse and sexual harassment.

YOUTH INTERVENTION PROTOCOL

If and when conflicts of a persistent or serious nature arise between or among youth, the following intervention protocol may be followed. Youth will initiate the intervention by notifying staff via *Youth Request and Grievance Form*. A staff may initiate the intervention by notifying all youth believed to be involved in the conflict of their expected participation in the process. Youth will receive Pre-Intervention Worksheet to be completed in approximately 24 hours. Staff will select an appropriate time and setting for the intervention, allowing for privacy.

BEHAVIOR REINFORCEMENT PLAN



MVJRC shall implement a behavior reinforcement system to identify, acknowledge and reward desired behaviors in order to increase pro-social behavior.

Points System:

1. **Standard Target Behaviors:** Standard Target Behaviors target socially desirable behaviors. Standard Target Behaviors are identified on the MVJRC Behavior Chart as follows:
 - a. **Accepting Limits:** Targets desired behavior in contrast to oppositional behavior.
 - b. **Using Self-Control:** Targets desired behavior in contrast to impulsive behavior.
 - c. **Respect for Others:** Targets desired behavior in contrast to disrespectful behavior.
2. **Specialized Target Behaviors:** Specialized Target Behaviors target socially desirable behavior. Specialized Target Behaviors are identified on the MVJRC Behavior Chart as follows:
 - a. **Goal #1/Goal #2:** Targets desired behavior specific to Personal Program Plan. These goals are identified weekly as needed by the juvenile pursuant to weekly collaboration with the MVJRC Mental Health Therapist. Said goals are documented at the top of the MVJRC Behavior Chart with each weekly issuance.
3. **Social Reinforcement:** Staff shall reward demonstration of Standard and Specialized Target Behaviors for each juvenile with verbal praise. Each instance of verbal praise shall be recorded via staff initials on the MVJRC Behavior Chart.
4. **Primary Reinforcement:** Each instance of verbal praise recorded via staff initials on the MVJRC Behavior Chart translates into a "Point". Points are cumulative and are tallied daily towards a running "Point Balance". Juveniles, who do not receive a write-up that day, receive "Bonus Points" that contribute to the point balance. Youth in the Belonging/Mastery phases receive 3 bonus points, Independence/Generosity receives 2 bonus points and Graduates receive 1 bonus point daily for absence of write-ups. The accumulation of points represents a "token economy" that can be cashed in weekly for tangible items and materials at the MVJRC Point Store.
5. **Point Store:** Juveniles shall have an opportunity during Privilege Time one or two times weekly to cash in points to purchase items/materials from the Point Store. Juveniles may purchase one item per opportunity pursuant to Point Balance. Staff indicates purchase by documenting amount of purchase in "Minus Point Store Purchase" on the MVJRC Behavior Chart. Point Store purchases are not allowed if a juvenile is not stable due to a write-up.

Rating System:

6. **Low-Level Behaviors:** The rating system is applied concurrently with the points system and targets socially desirable behaviors indicative of personal organization and overall attitude. Low-level behaviors are identified on the MVJRC Behavior Charts as follows:
 - a. **Attentiveness:** Examples include sitting up straight, facing forward, eye contact, awake and alert.
 - b. **Participation:** Examples include contributing to discussion, asking questions, making an effort.
 - c. **Patience:** Examples include taking turns, raising hand before speaking, tolerant with peers.
 - d. **Time Management:** Examples include accomplishing tasks timely or as directed.
 - e. **Personal Organization:** Examples include tidiness, managing personal items and appearance, remembering items/tasks.
7. **Secondary Reinforcement:** Staff may reward long-term demonstration of excellence regarding Low-level Behaviors at specific stages of program advancement. Juveniles do not use points but may be eligible for special program privileges or extension of existing program privileges. This is accomplished by Program Supervisor or designee via Petition for Stage Transition Form. Said form is signed by staff and juvenile. Staff document most recent Rating Balance from Behavior Chart. If juvenile qualifies for extended privileges, this is indicated by checking which privilege on the menu is desired. Petition for Stage Transition is submitted to Director or designee for review. The schedule for secondary reinforcement is as follows:

- a. Transition to Mastery/Rating Balance 2.92 – 3.00
 - (1) Extended phone call time (5 minutes extra)
- b. Transition to Independence/Rating Balance 2.95 – 3.00.
 - (1) Extended phone call time (1 extra call).
 - (2) Temporary Release – 4 hour visitation.
- c. Transition to Generosity/Rating Average 2.97 – 3.00.
 - (1) Extended phone call time (2 extra calls).
 - (2) Temporary Release – 4 hours visitation.
 - (3) Bonus = 15 points added to point balance.
- d. Transition to Graduate and all Graduate Transition in repeat phases/Rating Balance 2.98 – 3.00.
 - (1) Extended phone call time (3 extra calls).
 - (2) Temporary Release – 4 hour visitation.
 - (3) Bonus = 30 points added to point balance.

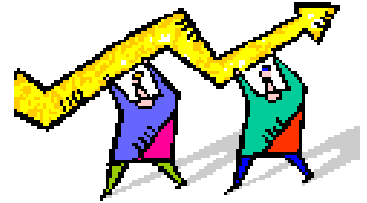
8. Behavior Chart Process.

- a. Hourly:
 - (1) Juveniles carry Behavior Chart with them to each activity.
 - (2) Staff collects Behavior Charts from juveniles at transition end point.
 - (3) Staff recognizes instances of Target Behaviors; provide praise and initial Behavior Chart.
 - (4) At end of activity, staff provides a rating pursuant to demonstration of Low-level Behaviors.
 - (5) Staff returns Behavior Chart to juveniles at transition beginning point to next activity.
 - (6) If juvenile forgets to bring Behavior Chart to activity, points and rating may not be tallied for that period of time.
- b. Daily:
 - (1) Staff collects Behavior Charts from youth at bed-time.
 - (2) Staff returns Behavior Charts with clothing/linen issue.
- c. Weekly:
 - (1) Staff collects week-old Behavior Charts from youth on Sunday at bed-time.
 - (2) Staff return new Behavior Charts with clothing/linen issue.
 - (3) Youth review Specialized Target Behaviors with Mental Health Therapist weekly during therapy session. Changes may be made to Specialized Target Behaviors under the therapist's direction as evidenced by Therapist and youth signature. Changes may be high-lighted on Behavior Chart by Therapist to alert staff of updated goals.

WORK SESSIONS

Youth will be responsible for maintaining common areas of the facility in addition to caring for rooms, dayrooms, bathrooms, clothing, supplies and materials. See Appendix #6 for outline of cleaning responsibilities.

PROGRESS REVIEW



Your treatment progress will be evaluated throughout your stay. You will be given feedback daily. In addition, you will be subject to a Progress Review meeting at the beginning of *Independence* or at any time the staff feels significant issues need to be addressed. You will be asked to respond to a number of questions asked by a staff that may include Mental Health Therapists, Teachers, Supervisors, Youth Leaders, Managers and Director. You may ask your Mental Health Therapist for guidance in regard to these reviews.

PRIVILEGES

As you progress through the program, you will be given additional responsibilities and have an opportunity to earn additional privileges. For example, you may be permitted to wear your own clothing, play music in your room, and leave the facility for varying lengths of time. Other special privileges may be extended to you as the results of special program incentives. An outline of these special privileges can be found in the back of this manual (Appendix #3). For Ping Pong, Music, and Field Trip privileges, also see Appendix #7.

SOCIAL SKILLS

Youth shall be expected to demonstrate the Social Skills referenced in the Manual and the Journey Book and taught during The Circle of Courage groups. These demonstrations are to be made daily and recorded in the Journey Book so that they may be discussed and documented during Night Circle sessions in the evening. The intention, here is to actively and outwardly display behaviors that foster group harmony, personal self-respect, thus providing evidence that teachings of the Hanbleceya Around the Circle of Courage have been internalized. The display and documentation of these behaviors are a condition for transition from one clan to another and ultimately finishing the program and the Journey Book. Youth shall demonstrate and document one skill per day during Night Circle. Failing a Night Circle quiz or receiving a Serious Problem Behavior may result in a loss of that day's social skills.

THERAPEUTIC JOURNAL

A journal may be issued to you as part of your Personal Program Plan. This journal may be issued with the specific intent of furthering your Treatment Goals as established by you and your Mental Health Therapist. The journal may be used in Mental Health Therapy sessions as a springboard for discussion about your treatment issues. See Appendix #8.

THERAPEUTIC MP4

An MP4 may be issued to you by your Mental Health Therapist, as part of your treatment plan. The MP4 may be used for relaxation techniques furthering your Treatment Goals. The following guidelines apply:

1. MP4's will be used for meditation and to reinforce the Hanbleceya.
2. You cannot add or delete files.
3. You cannot take the MP4 player home.
4. You must ask the Mental Health Therapist to charge the MP4.
5. You must have a magnetic triangle ▲ posted above your door.

SOCIAL EXPECTATIONS

5

As in all aspects of society, youth placed at MVJRC are accountable for certain responsible behaviors. These behaviors can be described as socially acceptable behaviors. That is, those things we all must do in order to live together harmoniously. The list below describes MVJRC Social Expectations.

Youth placed at MVJRC will be responsible for all the behaviors listed below. Failure to observe these Social Expectations may be interpreted as problem behaviors (see Problem Behaviors).

1. Awaken and rise promptly:

- A. Get out of bed immediately. Make bed.
- B. Receive clean towel and washcloth by your door.
- C. Dress.
- D. Talk with staff only, unless otherwise directed by the staff.
- E. REMAIN ON TASK/FOLLOW INSTRUCTIONS/CONCENTRATE ON TASK.

2. Maintain good personal hygiene pursuant to the Daily Living and Socialization Plan:

- A. Shower:
 - (1) Shower according to schedule. You have six (6) minutes to shower and dress.
 - (2) Go to shower wearing “soiled” clothing carrying clean ones, towel, wash cloth and needed personal hygiene supplies.
 - (3) Wash body and hair, dry off completely.
 - (4) Comb hair, use deodorant.
 - (5) Return to room.
 - (6) Talk with staff only, unless otherwise directed by the staff.
 - (7) REMAIN ON TASK/FOLLOW INSTRUCTIONS/CONCENTRATE ON TASK.
 - (8) Youth are not permitted to share hygiene supplies and ALL hygiene supplies must be used in the bathroom.
- B. Restroom:
- (1) Youth are expected to use their restroom breaks in a timely manner.
- C. Brush teeth:
 - (1) Youth brush their teeth during morning personal hygiene, showers and night personal hygiene. Youth may also utilize other hygiene products at these times only.

3. The resident will maintain a tidy living area. This means that the person will:

- A. Clean sleeping room 5 minutes daily.
 - (1) Clean windows, walls, furniture thoroughly using appropriate cleaner.
 - (2) Sweep or mop the floor.
 - (3) Keep the room neat in the following manner: bed made including blanket, and sheets neatly covering the mattress, clothing neatly folded and placed in drawer; personal property and personal hygiene supplies stored in appropriate places (shelf or personal hygiene locker).
- B. Clean bathroom each morning, or afternoon using appropriate materials:
 - (1) Clean chairs.
 - (2) Clean windows.
 - (3) Sweep or mop floor.
 - (4) Clean sink.
 - (5) Clean toilet and urinals.
 - (6) Clean drains.

4. The resident will maintain a neat appearance. This means the person will have:
- A. Clean face and hands.
 - B. Combed hair.
 - C. Completely dressed (shirt, pants, and socks) outside of room or bathroom.
 - D. Shirts tucked in.
 - E. Shoes visibly tied.
 - F. Pants not rolled up or pegged.
 - G. Wear pants at waistline, waistline not rolled.
 - H. Sleep in underwear and T-shirt (boys only) or T-shirt and shorts.
5. The resident will transition through the facility in an orderly manner. This means the person will:
- A. Remain seated in your room or program area until asked to move by staff.
 - B. Form lines when directed.
 - C. Walk on right side of hallways; walk with hands clasped behind back.
 - D. Absolutely no talking or communicating to residents or staff.
 - E. Use self-control.
6. The resident will “behave sociably”. This social expectation has two meanings:
- A. Behave in ways that help the group succeed:
 - (1) Take turns when speaking or using materials.
 - (2) Share materials willingly.
 - (3) Have a conversation when appropriate, listen, do not interrupt others when they are speaking.
 - (4) Help others when asked.
 - (5) Ask for help when needed and accept it thankfully.
 - (6) Know what is expected of the group during the day’s schedule of programming, ask questions when needed.
 - (7) Act in sportsman-like manner during physical education and leisure time competitive activities, respond to failure appropriately, staying out of fights, and dealing with embarrassment, positively.
 - (8) Expressed feelings appropriately, not swearing, using offensive language, nor obscene gestures.
 - (9) Knowing how to make a complaint properly, not complaining about things like food, staff, rules, others.
 - (10) Know how you feel and express feelings appropriately, not abusing others off, or butting into others’ business.
 - (11) Respect others, and try to understand how others feel, don’t speak to others in sarcastic, abusive, critical, demanding nor argumentative ways.
 - (12) Express feelings of encouragement and respect, being sensitive to how others feel.
 - B. Behave in ways that help the individual fit into the group:
 - (1) Ask permission to join in and introduce yourself or others when appropriate, and ask politely to share materials when needed.
 - (2) Sit or stand so as to provide room for others.
 - (3) Help the group succeed using the above skills in Section A above.
 - (4) Avoid trouble by not being loud, yelling, screaming or otherwise being disruptive during gym or outside activities.
 - (5) Know your feelings, deal with fear and embarrassment productively.
7. The resident will “behave in an orderly fashion”. This means that the person will:
- A. Listen, follow directions and do things in the order they are requested.
 - B. Set a goal, concentrate on task and do things within the time frame they are requested.
 - C. Decide to do things in ways that have specific purpose according to the schedule.

- D. Concentrate on task and complete it before going on to the next activity.
 - E. Use self-control and avoid trouble by not engaging in horseplay (playful slapping, pinching, tripping, inappropriate laughing, joking, or any kind of physical harassment unrelated to the task).
8. The resident will “participate in group discussions”. This means that the person will:
- A. Introduce themselves or others, if needed.
 - B. Volunteer meaningful opinions during group activities when such comments are appropriate.
 - C. Negotiate and stand up for your rights, appropriately, if needed, while adding your opinions and comments in a way that is specifically valuable to the group discussion and the people involved.
 - D. Listen to the opinions of others, and when necessary, deal with contradictory messages, whether you agree or not.
 - E. If asked a particular question during a discussion, listen to what is being asked then answer with clear and complete answers; ask questions, if needed.
 - F. Speak long enough to clearly share ideas and feelings while allowing time for others to speak.
9. The resident will “respect property”. This means that the person will:
- A. Treat objects in such ways that they remain clean and useful.
 - B. Not handle the following property without permission: property belonging to others, telephones, computer, TV, books, athletic equipment, arts and crafts supplies, etc.
 - C. Handle property carefully so as to avoid accidental damage or loss.
 - D. Do not use anything staff has not given you permission to use.
 - E. Avoid activating intercom in your room unless for medical emergency or restroom emergency use.
 - F. Avoid abusing property. That is, misusing any property by using in a manner other than intended use.
 - G. Destruction of community property is a criminal behavior, and the cost of any destruction will be billed to the youth’s parents and/or guardians.
10. The resident will “remain on task” throughout the day. This means that the person will:
- A. Continue working on a project (classroom work, maintenance tasks) without stopping until it is completed properly.
 - B. Continue working on the task at hand without paying attention to distractions.
 - C. Focus one’s thinking only on the project at-hand.
11. The resident will “strive for excellence” in all assigned projects and activities. This means that the person will work toward perfection by:
- A. Decide on something to do, set a goals.
 - B. Remain on task.
 - C. Pushing oneself to do the best possible at that moment.
 - D. To fight off temptations to quit when frustrated.
 - E. To accept failure as a temporary set-back which will lead to eventual success.
 - F. To always push to do better than you’ve done before.
 - G. To accept criticism and help in order “to get it right”.
 - H. To take pride in one’s work.
12. The resident will “behave honestly” at all times. This means that the person will:
- A. Not fear the truth and its meaning (a mistake was made).
 - B. Not fear the truth and its consequences (privileges were not earned).
 - C. Feel good about having the courage to fight off fears associated with the truth.
 - D. Think carefully before speaking about what one really believes.
 - E. Not lying or saying something which is not true.

- F. Deal with embarrassment.
 - G. Be ready for a difficult conversation.
13. Be responsible for your own feelings. This means understanding that “no one can make you mad”, only you “can allow yourself to become upset”.
- A. Deal with fear.
 - B. Respond to teasing positively.
 - C. Respond to the anger of others positively.
14. Be responsible for your own actions during difficult situations. This means seeing potential critical situations as opportunities to grow stronger and wiser (Chinese Word for Crisis).
- A. Apologize when appropriate.
 - B. Thanks someone who told you the truth when you were at first unwilling to hear it.
 - C. Deal with peer pressure positively.
 - D. Deal with accusations positively.
 - E. Reward yourself for responding positively to a critical situation.

LITTLE RULES LIST

1. Dayroom that has to Code 2 gets to pick the movie.
2. Dayroom doesn't come back out for Code 1 after meds if it is their night to Code 2. See schedule below:

<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat1</u>	<u>Sun 1</u>	<u>Sat2</u>	<u>Sun2</u>
B	M	--	I	G	B	I	M	G

3. Boys Points Store first on Tuesday. Girls Points Store first on Friday.
4. No Points Store if acting out, unstable and/or unreflective at time Points Store is offered.
5. Youth do not take out trash in the evening unless accompanied 1:1 with a staff person.
6. Youth line up outside of dayroom when youth have Circle of Courage in the same dayroom.
7. No TV during meal hours.
8. TV's may be on once chores/hygiene are completed and staff give permission.
9. Radio – 4 day dayroom rotation. If Nook in use – 5 day rotation.
10. All youth are entitled to receive visitation. If no visitation, youth are entitled to make one phone call. Youth may call others on Approved Visitor's List as time permits within the visitation period in the Program Manual.
11. Seating: Girls together/boys together.
12. Leave water bottles in room except when receiving medications.
13. No rolling/pegging pants or other clothing alterations unless approved by Intake Officer.
14. Youth going to grievance box should be directly supervised by non-Control person or escorted.
15. Youth are not allowed to write on COC folders and/or school folders. Defiance if they do so.
16. Youth may dry feet off in their room, after showers, before they put their socks on.

MVJRC REWARDS

Points Store:

1. Youth may purchase a snack on the designated days if they have not received a Serious Problem Behavior and/or empowered that day.
2. New youth (if they don't have any points) may get a free snack on the other 10 point and 15 point shelf. Youth may only use the amount of points accumulated and totaled at the beginning of the day.
3. Youth may not ask staff to add points they earned that day to their cumulative average. Example: If you have 31 points to spend that day and earned 6 signatures that day, they are to be added the next day. If you want to purchase an item for 35 points you will have to wait until the next day snack cart is offered. Youth may purchase any item for 30 points or less.
4. Special restrictions may apply to youth who alter, falsify or forge extra points, staff signatures, and abuse or defame the points sheets in any way.
5. Please refer to the following rules:
 - a. First Point Sheet infraction results in the loss of snack cart for two weeks from the date of write-up which equals 4 days of no snack cart.
 - b. Second Point Sheet infraction will result in the loss of snack cart for one month.
 - c. Third Point Sheet infraction could possibly result in the loss of snack cart for the rest of your stay and/or loss of points based on the Treatment Team decision.

Pizza Friday:

Pizza Friday is offered the last Friday of each month. Youth who have a point average of 2.95 or higher with 1 Serious Problem behavior or less and 6 problem behaviors or less will qualify for pizza Friday.

Field Trips and/or College Tours:

Youth must be in Generosity and must not exceed more than 1 Serious Problem Behavior within the month from the date of the last field trip. Youth with great behavior may qualify in Independence based on a Treatment Team decision.

PROBLEM BEHAVIORS

As in all societies, certain behaviors are defined as problem behaviors, actions which are unacceptable or illegal. The following is a list of behaviors that will not be tolerated. These behaviors are related to the aforementioned Social Expectations.

1. **Off Task:** Failing to complete assigned task; failing to complete task within allotted time; failure to complete shower or clean up task in a timely manner; failing to work on class assignment; standing in your cell door window; talking to youth in the dayroom or to staff in the dayroom without permission; talking between cells; failing to strive for excellence; failure to meet social expectations, talking during transition.
2. **Horse Play:** Tripping, excessive laughing, joking, or any kind of playful harassment or obnoxious behavior.
3. **Disrespect:** Talking in a sarcastic or abusive manner, criticizing others, arguing with staff, demanding.
4. **Swearing:** Using profane words or words having sexual meaning.
5. **Lying:** Intentionally saying something which is not true.
6. **Rudeness:** Interrupting, butting into others business, exposing others to passing gas or burping, name calling, “flipping” off others, poor table manners (cleaning tray with fingers, licking tray).
7. **Complaining:** Persistent irritating complaints about program, food, staff, social expectations, MVJRC clothing, or anything else.
8. **Loudness:** Yelling screaming or disruptive behavior in an area outside of gym and outdoor recreation.
9. **Unauthorized Use:** Using anything that staff has not given you permission to use.
10. **Abuse of Property:** Misusing any property including but not limited to: personal hygiene supplies, cleaning supplies, school supplies and equipment, art and craft supplies, or recreational equipment, sitting on table or tilting back in chairs.
11. **Activating Intercom (inside of individual room):** Activating “audio alert” system in cell when it is not an emergency.
12. **Untidy Living Area:** Any form of filth or disorganization. Unclean windows, walls, bed frame, floor; bed not made (with sheets and blanket covering and tucked in); clothing not folded neatly and put away.
13. **Inappropriate Appearance:** Not completely dressed outside room (shirt, pants, socks); wearing sleeping clothes (e.g. pajamas) outside room, shirts not tucked in; shoes untied; hair un-kept; pants rolled or “pegged”; blouse or t-shirt not under sweatshirt; sagging pants. Boys are permitted to sleep without a shirt during extremely hot nights only (supervisory approval necessary). Upon return from a Transition Release, appropriate dress on MVJRC property expected, (see Appendix 2).
14. **Possession of Contraband:** Contraband is any item found on your person or in your room which you are not permitted to have. Examples of contraband are snacks, food wrappers, extra clothing, chap-stick, mail or comb on person outside of room. Also, (see Major Rule Violation for Possession/Distribution of a Dangerous Ordnance and see appendix #1, 2, 4 for more information).
15. **Poor Sportsmanship:** Quitting, pouting, ball-hogging, tantrums, arguing, taunting or any other form of negative behavior related to games, sports, or other activities.

The natural consequences of a person's choice vary upon the nature and intensity of the behavior.

When a youth fails to meet a social expectation by committing a "Problem Behavior" described above, a staff will respond to youth as follows, while recording the response on the Behavior Check Sheet:

- A. **Belonging (1, 2, 3, E):** First violation, WARNING #1 (1); second violation, WARNING #2 (2); third violation, WARNING #3 (3); fourth violation, EMPOWERMENT (E). Each subsequent violation of this same Problem Behavior during Belonging shall result in EMPOWERMENT (E).
- B. **Mastery (1, 2, E):** First violation, WARNING #1 (1); second violation WARNING #2 (2); third violation, EMPOWERMENT (E). Each subsequent violation of this same Problem Behavior during Mastery shall result in EMPOWERMENT (E).
- C. **Independence (1, E):** First violation, WARNING #1 (1); second violation, EMPOWERMENT (E). Each subsequent violation of this same Problem Behavior during Independence shall result in EMPOWERMENT .
- D. **Generosity (E):** First violation, EMPOWERMENT (E). Each subsequent violation of the same Problem Behavior during Generosity shall result in EMPOWERMENT (E) .

All consequences shall be made known to the youth as soon after the infraction as possible. All youth shall have the opportunity to review his/her behavior status during counseling sessions or with Youth Leader as time permits.



EMPOWERMENT

Empowerment will result in activities pursuant to a Personal Empowerment Plan. The intention of Empowerment is to turn these potential crises into productive opportunities for learning about ourselves, others, and about decision-making in general.

Empowerment includes discussions with staff about the particular situation and process sheets that provide insight into thinking and behavior. While the Empowerment process is designed to be a positive response to behavior, it also implies that the youth did not use the day to personally develop along The Circle of Courage. Youth who are stable and reflective may participate in all other normal activities of the daily program. In addition to being stable and reflective, youth written up for a "Serious Problem Behavior" must also complete a thinking/behavior process sheet (Behavior Ownership) before resuming participation in the program.

SERIOUS PROBLEM BEHAVIORS



Behaviors that are so serious as to pose a threat to person or property may require immediate removal from the program. These behaviors are listed below and if displayed only one time may require the following consequences:

- a. Removal from program and placement in the Observation Room or personal room until stable, reflective, and completion of Behavior Ownership.
 - b. Inability to document Social Skills thus progress through the program that day. (You will still need to be prepared to discuss Social Skills during Night Circle).
 - c. Possible loss of privileges (e.g. release, community service, etc.).
1. **Instigating:** Influencing others or helping others to break the social expectations. Taunting others.
 2. **Gang Communication:** Symbols, signals, gestures or phrases related to gangs, written or verbal or through body language.
 3. **Stealing:** Anything found on your person or in your room that does not belong to you. The act of taking something that is not yours. Other examples include sharing food, snacks, supplies or anything that belongs to another.
 4. **Physical Aggression:** Punching, hitting, kicking, biting, pushing, spitting, throwing items, or any other form of fight or resistance to necessary physical prompts.
 5. **Threatening:** Telling staff or others that something destructive will happen if demands are not met, invasion of personal space or any other implied threat to personal safety.
 6. **Conspiring to Escape:** Any remarks or comments about escape or about how to escape from the facility.
 7. **Self-Abuse:** Willfully or knowingly hurting yourself or putting marks on your body, i.e., any form of self-mutilation.
 8. **Damaging Property:** Any writing or inscribing of names, graffiti on walls, chairs, tables, games, desks or anything anywhere in the facility. Any destruction, such as ripping, tearing, intentionally breaking of facility property (including Journey Book) or personal property. There is a cost associated with property damage. Your parent/guardian becomes responsible for damages, and will be billed at the replacement value of the property you damaged. Also, "Accidental" damaging of property may also result in a write-up.
 9. **Defiance:** Blatant refusal to cooperate, refusal to do what staff has told you to do after being asked more than once. Also, failure to bring required materials or supplies to any activity, pen not visible and on desk (more than 1X), using blue pen outside of journal, or treatment manual.
 10. **Leaving an Area:** Being in an area or leaving an area without permission from staff or under escort by staff. Violating the blue carpet perimeter surrounding the control area.
 11. **Inappropriate Touching:** Inappropriate physical contact (holding hands, hugging, pinching, playful slapping, touching feet, touching another's hair).
 12. **Activating Intercom (outside of individual room):** Pressing the button to activate one of the staff stations; or depressing the duress button on the duress boxes located in the facility.
 13. **Insulting and Degrading Others:** Extremely offensive or obscene language or gestures, belittling remarks about another's physical characteristics, race, religion, personal characteristics; looking into private (others) windows. Exposing others to body fluids, waste and/or filth.
 14. **Cheating:** To act dishonestly. To copy the work or use materials you are not permitted to use to aid you in work or testing in class or Circle of Courage.
 15. **Inappropriate Communication:** Supervised or unsupervised communication or the appearance of communication with other youth about the following topics: Court case, reason for detainment, mutual friends, inappropriate behavior, illegal behavior, drug use, fighting, sex, gangs; or exchanging addresses and/or telephone numbers.
 16. **Bullying:** Comments or gestures that are made directly or indirectly, or with the intent to make someone feel bad. Definition for bullying write-up: any use of force, threat or concern to abuse, intimidate or

aggressively dominate others. Any observed statement or action, whether direct or indirect, that is intended to abuse, intimidate or dominate others.

- 17. Sexual Harassment:** Repeated and unwelcome sexual advances, requests for sexual favor, sexual gestures or actions of a derogatory or offensive sexual nature. Also included are sexual comments which are demeaning references to gender or derogatory about body image or clothing.

MAJOR RULES VIOLATIONS

Behaviors which may result in formal delinquency charges being filed or any event or situation that threatens the facility or safety and security of others. These behaviors are listed below and if displayed only one time may require the following consequences:

- a. Removal from program and placement in Observation Room or personal room until stable, reflective, and completion of Behavior Ownership.
- b. Loss of privilege time.
- c. Inability to document Social Skills thus progress through the program that day. (You will still need to be prepared to discuss Social Skills during Night Circle).
- d. Possible loss of privileges (e.g. releases, community service, etc.).



Additionally, the following action may be taken:

- a. An investigation either by Xenia Police or MVJRC Program Manager/designee.
- b. Notification of parent/guardian, committing court, Ohio Department of Youth Services.
- c. Scheduling of a Juvenile Court Hearing or MVJRC Disciplinary Hearing.

Also, you will be asked to submit a written statement. This will become part of a Major Rules Violation Report prepared by the MVJRC Program Manager or designee. You will receive a copy of this report within 24 hours of its completion. This report will serve to inform you of the alleged rules violation(s), details of the alleged violations(s), pending or scheduled Juvenile Court Hearing, consent to hearing or right to waive MVJRC Disciplinary Hearing including signatures and date. You may not waive your right to a Juvenile Court Hearing. If you waive your right to an MVJRC Disciplinary Hearing, said waiver will be reviewed by the MVJRC Director. Your hearing may be postponed for reasons including, but not limited to on-going investigation, illness and unavailability of youth or staff. You will be notified of postponement and re-scheduled time and date of hearing.

Disciplinary decisions will be made by the Judge or Magistrate in the case of a court hearing and the MVJRC Treatment Team in the case of an MVJRC hearing. You will receive a written copy of the disciplinary decision in the form of a "Judgement Entry" from the court and a "Disciplinary Hearing Decision" from MVJRC.

You may appeal a court decision via due process through the legal system. You may initiate this process by filling out the "Appeal" section of the Juvenile Service Referral Form made available daily. You have up to 15 days from the MVJRC Disciplinary Decision date to file an appeal. You may initiate this process by filling out the "Appeal" section of the Juvenile Service Referral Form made available daily. Your appeal regarding MVJRC decisions will be decided within 30 days of its receipt by the MVJRC Director.

- 1. Attempted Escape or Escape:** Attempting to run away or running away from the facility, from the custody of any person connected with MVJRC or the court or from parent(s)/guardian(s) while on Temporary or Transition Releases.
- 2. Attempted Arson or Arson:** Any violation, whether planned or executed, involving fire or electricity.
- 3. Attempted Assault or Assault:** Any form, attempted or executed, of striking (hitting, kicking, throwing objects, spitting, etc.) or grab (choking, hair pulling, biting, grabbing, etc.) on another person.
- 4. Criminal Damaging:** Any form of significant property loss or damage is considered criminal behavior, and you may be prosecuted. The cost to replace/repair damaged items will be billed to your parents, and/or guardians.

5. **Sexual Misconduct:** Sexual relations with other youth or staff is prohibited. Youth are not permitted to engage in sexual activity of any kinds while on their Transition Releases.
6. **Sexual Abuse:** Any intentional touching, either directly or through the clothing of the genitalia, groin, breast, inner thigh or buttocks of another person, excluding contact incidental to a physical altercation.
7. **Inducing Panic:** Any form of false alarm, especially if Emergency Services is notified (i.e., intentionally or unintentionally activating a fire alarm, sprinkler head or duress button). Also, inciting or participation in a group disturbance.
8. **Possession/Distribution of a Dangerous Ordinance:** Possession or distribution of a weapon or any object fashioned or brandished for use as a weapon that has the potential to cause harm to self or others (i.e., pencil, paperclip, etc.). Also, possession or distribution of:
 - ✓ Cords, ropes, string, wire or chains.
 - ✓ Personal papers and cellular phones.
 - ✓ Knives, fingernail file/clippers.
 - ✓ Firearms, ammunition and/or any deadly ordinance.
 - ✓ Weapons including, but not limited to: PR-24's, night-sticks, kubatons, and flashlights.
 - ✓ Restraining devices.
 - ✓ Equipment with electrical cords to include curling irons, fans, etc.
 - ✓ Chemical agents (mace, pepper gas, etc).
 - ✓ Any type of metal silverware.
 - ✓ Any glass/ceramic items, to include, but not limited to: coffee mugs, bottles, jars, vases, mirrors, and picture glass.
 - ✓ Metal cans, to include, but not limited to: aluminum pop cans, coffee cans, and food cans.
 - ✓ Arts and crafts utensils not the property of the facility (i.e., needles, crochet hooks, sewing kits, scissors, etc.)
 - ✓ Personal tools (i.e., screwdrivers, hammers, etc.).
 - ✓ Personal cleaning supplies (caustic agents, air-fresheners, aerosol or sprays of any kind).
 - ✓ Drug/medications not intended for residents as part of an MVJRC sanctioned medical treatment plan.
 - ✓ Cigarettes or any type of tobacco products, ashtrays, incense, lighters, matches, steel wool, candles or anything else that could be used to start a fire.
 - ✓ Ace bandages not prescribed by a physician.
 - ✓ Coat hangers (metal or wire).
 - ✓ Security Threat Group/Gang material.
 - ✓ Keys
 - ✓ Any object that violates the Ohio Revised Code (ORC).
 - ✓ Any other items considered to be a threat to the security of the facility as determined by the Director or staff present.
9. **Violation of a Court Order:** Violation of a court order, including but not limited to sending or receiving mail or otherwise establishing contact with individuals identified by the court as being on a "No Contact" order.
10. **Menacing:** Any form of egregious or persistent threat, intimidation, hazing, or bullying that causes another significant distress or fear for their safety and well-being.
11. **Drug Abuse:** Use of or possession of drugs illegally and/or without permission. Abuse of prescribed drugs beyond prescribed frequency and/or dosage. Underage consumption of alcohol. Purchased or attempted to purchase or procure drugs or alcohol.
12. **Falsification:** Knowingly providing false information on a document and/or written statement. Providing false information in the course of an investigation.

APPENDIXES

Radio/Hygiene Guidelines for the Clan of Mastery

Youth entering the clan of Mastery shall be committed to supplying their own hygiene supplies. A copy of Appendix #1 will be located in the lobby of the facility for parent(s)/guardian(s) to pick up at their convenience. Parent(s)/guardian(s) may bring the hygiene items listed below no more than 7 days prior to transition into Mastery. All supplies must be brought in during the youth/parent visitation time, presented to staff upon entrance to visit. The supplies will be checked by staff immediately but no later than the end of the day; any inappropriate items may result in a contraband write-up, based upon staff discretion, and will be returned to parents upon the next visitation.

Youth shall fill out a Youth Request and Grievance Form to request the Program Supervisor to ensure that items are returned to parents/Staff will ensure that supplies are from the appropriate list of items prior to giving the youth the supplies or staff will place items in a youth's personal locker and add the items to the Inventory Item List on their locker. The following list is a guideline for youth and parents/guardians about what is acceptable and what is not:

Youth may have the following hygiene items:

- ✓ Toothbrush
- ✓ Colgate Toothpaste
- ✓ Speedstick, Suave or Dove deodorant
- ✓ Pick, comb or brush
- ✓ Dental Floss (pre-cut 12" strips in a plastic bag)
- ✓ Suave or Dove Shampoo
- ✓ Suave or Dove Conditioner
- ✓ Vaseline Intensive Care Lotion or Suave (1 body and 1 facial lotion)
- ✓ Dove or Suave Soap (bar soap or liquid soap)
- ✓ Coconut Oil, Blue Magic Hair grease
- ✓ Chap Stick (not lip gloss) or Carmex
- ✓ Sanitary napkins (no tampons)
- ✓ L'Oréal go 360° Cleaner Deep Facial Cleaner
- ✓ Up to 2 hair ties (no head bands, hair combs, barrettes, etc.)
- ✓ Personal Radio with earbuds and batteries
- ✓ One clear water bottle
- ✓ Personal packs of Kleenex



All of the above items may be contained in a single, plastic, non-breakable container that will fit in the youth's dayroom locker (9" x 11" x 16") with their tennis shoes. Items can be carried back and forth from their dayroom locker to the bathroom in this container.

Youth are permitted to have 1 extra item each from the list above to be stored in their dayroom locker for replacement. More than 1 extra item is considered contraband.

If need arises MVJRC will provide items needed until a replacement item can be brought in pursuant to the proper procedures for bringing items in. Youth must write a *Youth Request and Grievance Form* to the Intake Officer for approval of the use of MVJRC items or to request available supplies.

Clothing Guideline for the Clan of Independence

Youth entering the clan of Independence shall be committed to wearing and caring for their own clothing supplies. A copy of Appendix #2 will be located in the lobby of the facility for parent(s)/guardian(s) to pick up at their convenience. Parent(s)/guardian(s) may bring the clothing items listed below, no more than 7 days prior to transition into Independence. All clothing must be brought in at one time. All clothing must be brought in during the youth/parent visitation time, presented to staff upon entrance to visit. The clothing will be checked by staff as soon as possible but no later than the end of the day; any inappropriate items may result in a contraband write-up, based upon staff discretion, and will be returned to parents upon the next visitation. Youth shall fill out a *Youth Request and Grievance Form* to request the Supervisor or designee to ensure that items are returned to parents. Staff will ensure that clothing are from the appropriate list of items prior to giving the youth the clothing or staff will place items in a youth's personal locker and add the items to the Inventory Item List on their lockers. The following list is a guideline for youth and parents/guardians stating what is acceptable and what is not acceptable:

Youth may have the following clothing items:

- ✓ Up to **10 pairs of socks**.
- ✓ Up to **2 pair of shoes**. One pair of athletic shoes and pair of non-athletic shoes (i.e., dress shoes, loafers or 2 pair of athletic shoes). No boots. No marking soles. Shoe strings will be either white or black, matching the shoe color.
- ✓ Up to **12 underwear**. Girl's underwear must be briefs. No thong-like panties or bikini underwear.
- ✓ Up to **10 shirts**. At least 5 shirts must be T-shirts for gym. Shirts must have sleeves, cap sleeves are not acceptable, no low cut or V-neck shirts – females).
- ✓ Up to **5 shorts**.
- ✓ Up to **3 sweaters or sweatshirts**.
- ✓ Up to **7 pants/sweatpants (no leggings or jeggings)**.
- ✓ Up to **7 bras**. Girls must wear bras at all times. No under wires, metal, plastic, or removable pads.
- ✓ Up to **2 pajamas**. Sweatpants, sweatshirts, shorts and T-shirts may double as sleep-wear for boys and girls. All sleep-wear must be modest and loose-fitting.
- ✓ Up to **1 laundry bag or basket (no metal)**.
- ✓ Up to **1 blanket**.
- ✓ Up to **2 sheets**.
- ✓ Up to **1 pair of shower sandals**.
- ✓ Up to **1 coat**. Must be stored in personal locker.

Other Guidelines:

- ✓ No dresses or skirts, pants only.
- ✓ No gang related clothing (i.e., color predominance, color shoe strings).
- ✓ No drug related, sex related or otherwise explicit clothing.
- ✓ No hats, bandanas, or other head covering.
- ✓ No jewelry.
- ✓ No pantyhose or tights.
- ✓ No wash cloths or towels (these are provided by the facility).
- ✓ No bathrobes.
- ✓ No slippers or house shoes.
- ✓ No tank tops
- ✓ No jackets or windbreakers with pockets.
- ✓ No clothing that displays or relates to musical bands or artists.



- ✓ No thermal underwear.
- ✓ No excessively large or tight clothing.
- ✓ No rips, tears, or holes.
- ✓ No sleeveless shirts or cap-sleeved shirts. No tank tops.
- ✓ No underwire bras.

Clothing may be laundered once a week at MVJRC. Laundry will be done as time permits. Detergent will be provided by MVJRC. You will have the opportunity to shave based upon staff discretion and as time permits using MVJRC supplies.

Upon return from a Transition Release, appropriate dress on MVJRC property is expected. Youth may not return with an altered physical appearance, this includes but is not limited to: make-up, nail polish, artificial nails, piercings, and tattoos.

Hair Guidelines:

1. Routine haircuts are acceptable.
2. Hair Dye – Is allowable but shall be consistent with a natural hair color (as opposed to bright, unnatural colors).
3. Hair Braiding – Anything that can be braided in, thus becoming a permanent and/or semi-permanent part of the human body is allowable. All braiding shall be consistent with a natural hair color (as opposed to bright, unnatural colors).
4. Hair Extensions – Anything that can be considered an object that can be detached or removed free and clear of the human body is considered contraband and is not allowed. This includes but is not limited to beads, clips, rubber bands, bobby pins and sew ins.
5. All hair changes related to braiding and dyeing shall be requested for permission in writing via the Youth Request Form. All requests for hair changes related to braiding and dyeing shall be approved by the MVJRC Treatment Team.


All items entering the facility shall be inspected by staff pursuant to issues of safety and security. Staff shall take possession of all of your belongings upon return. All items will be washed upon return. You will be escorted to your assigned dayroom. You will be immediately strip searched in the shower area. Your clothing items or items not accepted as appropriate brought into MVJRC will be considered contraband. Transition Releases are when youth may make exchange of clothing. No exchanges will be done during youth/parent visitation unless authorized by a Program Supervisor through the Youth Request and Grievance Form.

If need arises MVJRC will provide items needed until a replacement item can be brought in pursuant to the proper procedures for bringing items in. Youth must write a *Youth Request and Grievance Form* to the Intake Officer for approval of the use of MVJRC items.

Note: Youth going to court for their Release Hearing will need the following: Boys: dress pants and collared shirt. Girls will need skirts or dress pants.

Appendix #3

GRADUATED PRIVILEGE SCHEDULE

	Belonging	Mastery	Independence	Generosity/ Graduate
Personal Hygiene	MVJRC	Personal	Personal	Personal
Clothes	MVJRC	MVJRC	Personal	Personal
Music	----	AM-FM Radio/MP4/ Headphones	AM-FM Radio/ I Pod/ Headphones	AM-FM Radio/ MP4/I Pod/ Headphones
Peer Mentors	----	----	----	In-Take Introduction
				Day and Night Circle Support (as graduates)
Transition Release			8 Hours Possible 2 day	2 Day, 3 Day, 5 Day, Additional 2 Day
Temporary Release (Independence)	Staff	Staff	Parent *Possible earned 4 hr.	Parent
Reading Materials	3	4	4	4
Pen/Journal	As determined by Therapist	As determined by Therapist	As determined by Therapist	As determined by Therapist
Field Trips	----	----	----	Off Site
Community Service	On Site	On Site	Off Site	Off Site
Ping Pong	Living Area	Living Area	Living Area	Living Area
Game Books	2	2	2	2
Letter Writing	In Room or Code 1	In Room	In Room	In Room
Open doors during the day	----	----	----	Per Treatment Team

ROOM DECORATIONS GUIDELINES

There are to be no more than 10 items attached to your wall at any given time. There are to be no more than 5 items in your window at any given time. Keep all items stacked neatly on desk. In total, there are to be no more than 20 items visible in your room at any given time. By “item” is meant: a singular, self contained object. Examples include photographs, artwork, books, and hygiene supplies and so on. (This is not an exhaustive list). Tape will be distributed bi-monthly in 1 foot lengths by Program Supervisor. Tape is to be used to hang items on walls only.



Of the 20 items in question, no more than 3 shall be larger than 12”x12”x12”. Of the 3 items that may be larger than this, none may be excessively large. Staff shall determine what constitutes “excessively large” on an as needed basis.

Items displayed in rooms shall not depict the following: gang related themes, drug related themes, sex related themes or anything else generally considered to be anti-social. By “gang-related” is meant: anything suggestive of gang values or directly representing gang values such as color predominance, numerology, symbolism and so on. This applies as well to “thug culture” values. Examples of this include reference to “thugism”, “playerism”, “pimpology” and so on. Street nicknames and messages such as “187” are also inappropriate. By “drug related” is meant: references direct or indirect to tobacco products, alcohol or other drugs. Examples of this include advertisements, 4:20, postures associated with drug use or anything else intended to glorify or glamorize the use of drugs. By sex related is meant: anything overtly suggestive of sexual activity. Examples might include sexual posturing or scantily clad individuals. Other examples not mentioned in the above passage shall be left to staff discretion. Staff will decide what is and is not acceptable.

Books and magazines are to be read and shared with others. Therefore no pictures or articles cut from magazines or books shall be displayed anywhere in your room.

Other guidelines to be observed include no unauthorized play objects such as home-made basketball rims, balls, and so on. Also, vents in room are to remain free and clear of all objects at all times.

Please keep in mind that prohibiting the display of such material is not so much a value judgment as a necessary condition of peaceful co-existence in publicly funded facility.

Also, rooms must provide enough light after 8:00 a.m. to allow a clear view into the room. During daylight hours, room lights may be turned off as long as the outside window is not blocked and enough daylight is provided to make a clear visual observation. Room lights must remain on between 6:00 a.m. and 8:00 a.m. and during non-daylight hours until “lights out” when the night lights are activated. The hours of dawn and dusk are considered non-daylight hour, and at staff discretion.

Regarding reading materials, there shall be no more than 3 reading materials in your room at any given time while in Belonging. This includes the allotted 2 books and an additional religious reading material such as a bible. Once in Mastery, Independence, and Generosity, you may have 4 reading materials. This includes 3 books and a religious material. It is acceptable to have more religious materials and less books: but the total of books in Belonging is 2 (3 with religious material) and in Mastery, Independence and Generosity it is 3 (4 with a religious material).

There will be a limit of 3 brochures in your room at any given time. These include PREA, STD, HIV, and/or other information brochures as well as religious pamphlets. All reading materials should be free of staples. Other examples not mentioned above will be up to staff discretion.

There will be no more than 15 letters in your room at any given time.

One calendar is acceptable.

While in Generosity, Mastery, or Independence, youth may have a small AM/FM radio that must include headphones. No CD player or any type of listening device not authorized by MVJRC will be acceptable. No speakers, no antennas.

Anything in excess of the above stated items may be considered contraband by staff. Please give extra items to staff for placement in your personal lockers.

Extra clothing, linens, and personal hygiene items may also be considered contraband. Please maintain the proper allotment of items in your room and hygiene locker at all times.

RITE OF PASSAGE

Prior to transition from one phase or “clan” to the next (Rite of Passage) a Program Supervisor must approve and set a date for that youth who is requesting to transition to the next stage. Those youth requesting to transition must have their “Petition to Transition” page (located at the end of every stage in the Journey Book) checked and signed by both a Program Supervisor and the youth who wishes to transition. In order to transition to the next stage, a Program Supervisor will ensure that each youth has certain criteria met:



- ✓ **All** workbook entries for each of the 7 traits in each stage of development must be complete, dated and signed by staff.
- ✓ The Introduction pages at the beginning of the stage of development must be complete, dated and signed by staff.
- ✓ The Rites of Passage page at the end of the stage of development must be complete, dated and signed by staff.
- ✓ The Demonstration of Social Skills page or pages following the Rite of Passage page at the end of the stage of development must be complete, dated and signed by staff.
- ✓ Youth are not in a state of Empowerment on the day of their scheduled Rite of Passage.
- ✓ The Ten Questions page completed when all other entries for the stage of development are complete.

Five days prior to transition, youth need to notify Program Supervisor via Juvenile Service Referral Form to ensure that the youth is on track and schedule their transition date. Those youth scheduled to transition will complete their “Ten Questions” page during the morning Circle of Courage on the day of the day of their Rite of Passage.

The Rite of Passage will be conducted in the evening, or as time permits. The Rite of Passage may take priority over all other activities except for the following:

1. Mental Health Therapists may allow youth go to Rite of Passage instead of Drug Group.
2. Medical/Dental appointments.
3. Behavioral Observation or Medical Isolation.
4. Transition Releases.

Those youth that meet any of the aforementioned criteria will have their Rite of Passage rescheduled to the next available day. If at any time there are 2 or more youth scheduled for a Rite of Passage on the same day, the youth with the least amount of write-ups will go first with the other youth transitioning on the next available date.

You will be expected to demonstrate a thorough knowledge of the 7 traits and their respective parables by briefly describing each parable and its intended meaning. You may refer to the Rites of Passage page in your Journey Book. You must also discuss your entries on the Ten Questions for Transition Form. Staff will ask questions as part of their transition process if clarification is needed.

GENERAL CLEANING

Clean Dayroom

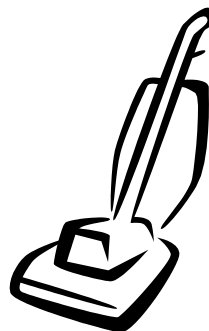
- ✓ Clean furniture (except staff station)
- ✓ Clean windows.
- ✓ Vacuum carpet.
- ✓ Clean cleaning cart.
- ✓ Collect trash.

Clean Sleeping Rooms

- ✓ Clean all surfaces (walls, doors, windows, furniture).
- ✓ Sweep and mop floor.

Clean Bathroom and Showers

- ✓ Clean all fixtures and mirrors.
- ✓ Clean all walls.
- ✓ Mop.
- ✓ Empty trash.



WORK DETAILS

Work Detail #1: Living Area (All Youth)

- ✓ Vacuum Carpet.
- ✓ Clean, straighten furniture.
- ✓ Straighten books.
- ✓ Clean tables and chairs.
- ✓ Clean staff bathroom (includes sweep and mop floor, empty trash).
- ✓ Clean Observation Room (all surfaces).
- ✓ Dust mop main corridor.
- ✓ Wet mop main corridor.
- ✓ Sweep outside entrance to outdoor recreation area.

Work Detail #2: Entrance/Lobby (Independence/Generosity Stage)

- ✓ Sweep lobby and re-secure vestibule.
- ✓ Clean lobby bathroom (all surfaces).
- ✓ Replace paper products in bathroom.
- ✓ Mop floor of lobby and bathroom.
- ✓ Clean furniture.
- ✓ Vacuum rug.
- ✓ Collect trash.
- ✓ Clean outside entrance (sweep, empty trash, pick-up cigarette butts and debris).

Work Detail #3: Kitchen (Independence/Generosity Stage); Multi-Purpose & Family Therapy Room (All Youth)

- ✓ Remove trash.
- ✓ Clean surfaces (counters, tables, chairs, windows).
- ✓ Sweep, wet mop floor of multi-purpose and kitchen.
- ✓ Sweep corridor to loading dock.
- ✓ Clean Appliances (inside and out).
- ✓ Vacuum Girl's Circle Room.



Work Detail #4: Windows (All Youth)

- ✓ Dayroom
- ✓ Classroom, dining room.
- ✓ Dining room.

Work Detail #5: Landscaping (Independence/Generosity Stage)

Work Detail #6: Classrooms (All Youth)

Clean surfaces (desks, chairs, windows).

- ✓ Sweep, wet-mop floor of class room 2.
- ✓ Vacuum class room 1.
- ✓ Remove trash.

GRADUATED PRIVILEGE POLICIES**AM/FM RADIO POLICY**

- ✓ Youth are permitted to have an AM/FM radio in Mastery, Independence, and Generosity.
- ✓ Headphones must be used with the radio at all times.
- ✓ Radios can be played in your room only and must be played at a reasonable volume.
- ✓ Radios must be AM/FM radios only. No CD players or any type of listening device not authorized by MVJRC will be acceptable.
- ✓ Volume should be low enough so that you can hear your door open.

PING-PONG/FOOSBALL POLICY

- ✓ All youth are permitted to play.
- ✓ Do not ask to play Ping Pong. Asking may forfeit the privilege of playing.
- ✓ During Code 1 in living area youth may be permitted to play.

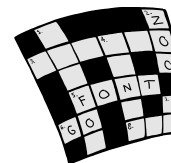
**FIELD TRIP CRITERIA**

- ✓ Youth must be in Stage of Generosity or a Graduate.
- ✓ Youth must not be currently Empowered.
- ✓ Youth must not have received a Serious Problem Behavior since the last field trip.
- ✓ Youth must not be deemed a security risk.
- ✓ At times a youth from Independence may be considered if close to transitioning to Generosity or approved by Treatment Team.

GAME BOOK

Residents who have earned the privilege of pen and journal may also have in their rooms 2 of the following (Once in the stage of Mastery):

- ✓ Crossword Puzzle book.
- ✓ Word Search book.
- ✓ Sudoku book.
- ✓ Other puzzle books if deemed appropriate by Therapist.



Said books must be free of staples. Youth may use blue pen in said books. Blue pen is not to be used in any other material outside of these books and journals. Staff may remove said books and/or journal and pen indefinitely if abuse of this privilege is discovered or suspected.

LETTER WRITING

- ✓ Youth may have writing privileges in their rooms. Youth who have had suspended pen privileges will be issued envelopes and paper by MVJRC during Code 1 session. Indigent youth shall be provided 2 metered envelopes and paper per week. Parents may provide stamps to all youth for further communication.
- ✓ Youth in Mastery may be provided 1 box (not to exceed 100 sheets) of paper, by parents to be kept in youth rooms. Packaging may not contain sharp plastic, metal, staples or spirals.
- ✓ Youth may write the letters in their room using blue pen. Envelopes need to be addressed in their rooms as well. Letter is to be folded and placed in unsealed envelope to present to staff at the beginning of Code 1 on "C" shift.
- ✓ Pen is to be used for journaling, crossword puzzles, therapy and letter writing only. There shall be no blue ink on paper or envelopes not intended to send out. Drawing is to occur in journal not on letter writing materials.
- ✓ Materials in room must be kept tidy. Nothing should be placed in empty envelopes.

OPEN DOOR PRIVILEGE

- ✓ Based on your current Program Status in the Stage of Generosity, your progress on Treatment Goals, your successful Transition Releases and your excellent behavior, you may have Open Door Privileges under the following conditions:
 1. You may keep your door unlocked while you are in your room during waking hours. (6am-10pm on week-days) (7am-10pm on week-ends and holidays).
 2. Keep door cracked open – not wide open.
 3. Do not exit your room unless invited to exit by staff.
 4. Do not communicate with other youth from your room.
 5. Do not pass items between rooms.
 6. You must keep your room locked during sleeping hours. (10pm-6am on week-days) (10pm-7am on week-ends and holidays).
 7. You must lock your door immediately during waking hours if directed by staff due to misbehavior on your part (Serious Problem Behavior and/or Major Rules Violation) or for other security reasons unrelated to your behavior as determined by staff.
 8. Open Door Privileges are reviewed by the MVJRC Treatment Team weekly. If your Open Door Privilege is suspended due to misbehavior, your door must remain locked until the Treatment Team approves for you to resume the Open Door Privilege.
 9. A copy of this Agreement must remain posted on your door for the duration of your Open Door Privilege status and removed if the privilege is suspended.

MVJRC THERAPEUTIC JOURNALING

What is Journal Therapy?

“The purposeful and intentional use of cathartic, reflective, process and/or integrative writing to further therapeutic goals”.

Kathleen Adams, in *Writing as Therapy*
Counseling and Human Development, January 1999



GUIDELINES

- ✓ A journal has been issued to you as part of your Personal Program Plan. This journal has been issued with the specific intent of furthering your Treatment Goals as established by you and your Therapist. The journal may be used in counseling sessions as a springboard for discussion about your treatment issues.
- ✓ The journal is a confidential document that will be reviewed periodically by your Therapist but by no other staff at MVJRC unless there is evidence (e.g., artwork/symbols drawn on the journal cover) that the journal may have been used for unauthorized purposes as outlined in this manual. You may not use your journal for the following purposes.
 1. Glorifying security threat groups (e.g., gangs, cults), drugs, criminal activity.
 2. Deviant fantasies (harming others, killing others).
 3. Criminal planning.
 4. Recording of MVJRC residents/staff personal information (phone numbers, addresses, etc.).
 5. Communication with others not connected with your treatment (e.g, MVJRC residents, friends, etc.).
 6. Any alteration to the journal must be approved and noted by a therapist.
- ✓ If it appears to staff that you have used your journal inappropriately, your Therapist will be alerted to the matter. It may be forwarded to the Director for review. No other staff at MVJRC may read your journal, although routine room searches may include leafing and shaking journals in search of contraband items. You have a right to confidentiality. It is important that confidentiality be maintained. If you have a reason to believe a staff person has read the contents of your journal, file a grievance with a Program Supervisor.
- ✓ Your journal entries should be dated and placed in chronological order from the first page to the last. This will allow you to observe the progress of your treatment over time. You may also title your entries from the list of exercises in this manual. This will help legitimize your journal activities within the context of furthering your treatment goals. Further, regular review of your journal activities with your Therapist will be required. Your Therapist will periodically sign and date your entries as an indication that your journal activities are under professional guidance of your Therapist.
- ✓ The journal must be left in your room at all times unless otherwise specified by your Therapist. The contents of your journal may not be shared with any other resident or non-counseling staff member unless otherwise specified by your Therapist. You may keep up to two journals in your room. Additional journals may be placed in your personal locker or they may be sent home with a parent. You may request that your journal be sealed in an envelope prior to being stored in your locker. This may be accomplished by your Therapist or a Program Supervisor via Therapist Call or Juvenile Service Referral Form.
- ✓ Your blue ink pen must remain visible on top of your desk at all times when not being used for the following activities: journal, workbooks issued to you by your Therapist, authorized puzzle-books such as crossword puzzles, letter writing. Your pen may also be removed if you become unstable and may be held until you are deemed stable by counseling and/or administrative staff.

- ✓ You are encouraged to use your journal creatively for positive purposes. Although the journal is intended to be used for specific purposes, your use of the journal may evolve over time. A number of journal exercises have been provided for you as examples of how you can put your journal to positive use.

The following exercises were informed, in part, by the following work:

"The Power of Journal Therapy; Fundamentals of Journal Writing as a Therapeutic Tool", Kathleen Adams & Cross Country Education, Inc. 2005. The parts of this workbook that have been reproduced were done with the expressed written consent of Kathleen Adams & Cross County Education, Inc. Record of such is on file with MVJRC.

EXERCISES

A. Poetry

1. Alpha Poem:
 - (a) Write the alphabet, A – Z, or any other collection of letters, vertically down the page. Then write a poem in which each successive line begins with the next letter.
 - (b) Xceptable to use xceptions for xtra-hard letter.
 - (c) Use the letters of any word for phrases that capture the essence of a therapeutic issue or task (e.g., "Depression", "Anger", "Sadness").
2. Songs
3. Free Verse
4. Traditional

B. Art-Making

1. Observation
 - (a) Portraiture
 - (b) Landscape
 - (c) Still-life
2. Design
 - (a) Calligraphy/lettering
 - (b) Tattoo
 - (c) Illustration
 - (d) Games
 - (e) Blue prints
3. Comics/Cartoon/Caricature
4. Abstract
5. Fantasy
6. Doodling
 - (a) Contour
 - (b) Free Association
 - (c) Blind Drawing
 - (d) Non-dominant Hand



C. Captured Moment

1. Short writing capturing the sensations of a particularly emotional or meaningful experience. Written from the senses with strong descriptors, usually only one or two paragraphs.
2. Adds balance, perspective and hope to depressive life circumstances.
3. Brevity, intensity makes this a good choice for containing stories of pain or trauma.
4. Recall and write moments of pleasure, achievement, difficulty, trauma, etc.
5. A collection of captured moments becomes like a written photo album.

D. Character Sketch

1. A written portrait of another person, or of a part of the self.
2. Describing others provides opportunities to see projections, both negative and positive, externalized.
3. Write Character Sketches of emotions by personifying them as people or animals. Describe personality, desires, fears, motivations.
4. Write Sketches of subpersonalities-Inner Critic, Wounded Child, Emerging Self.

E. Clustering

1. Also called mind-mapping, concept-mapping, or webbing. Clustering is visual free-association around a central word or phrase. Lines and circles connect key thoughts and associations to the central core. A brief write to bring together findings may follow.
2. Sleep disorders are soothed when a night-time cluster wraps up the day. Use the date as the central point, and spin-off activities, accomplishments, frustrations.
3. "Trigger" words or volatile themes are safely captured on the page and can more readily be observed with detachment and objectivity.

F. Dialogue

1. An imaginary conversation written in two or more voices. On the page it looks like a movie or play script.
2. Anyone or anything is an appropriate dialogue partner (e.g., persons, body, events, circumstances, inner wisdom, self-talk, etc.). There is no limitation by time, space, physical reality.
3. Dialogues take time. Allow at least 30 minutes.
4. Dialogues offer opportunities for behavioral referral of upcoming confrontations or interactions.

G. Dreamwork

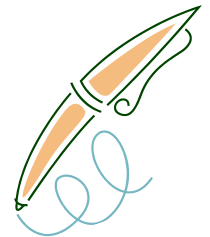
1. Write down your dreams as you remember them. Do this as soon as possible after you awaken.
2. Cluster dream symbols.
3. Dialogue with dream characters or symbols.
4. Write a 5-minute sprint about a "best guess" about meaning/life relevance.
5. Name dreams as you would a short story or poem. Keeping separate list of titles often reveals themes.
6. Write dreams in the present tense.

H. Five Minute Sprint

1. A timed writing process designed to bring focus and intensity in short burst, can be expanded to 7 or 10 minutes.
2. Writing should be continuous to avoid interference from the "Inner Critic".
3. Writing Sprints at regular intervals on the same subject allows tracking of feelings, projects, and issues over time.

I. Free-Writing (Stream of Consciousness)

1. This unstructured, unboundaried, free-form narrative write starts anywhere and goes where it pleases.
2. Begin by beginning: Dive in and follow the pen.
3. Excellent for meditation and connection with inner guidance.
4. Frees up creative expression with spontaneous and unexpected connections.



J. Inner Wisdom

1. A way to connect with the voice of truth and reason that we all possess when we turn within.
2. Outcomes commonly sound profound and/or poetic. Will sound like positive self-talk.
3. Dialogue with or write letters from Higher Self, Higher Power, Inner Wisdom, or historic, personalized or metaphoric wisdom figures (e.g., Socrates, Buddha, Jesus, etc.).

K. Lists

1. List of 100
 - (a) A list on a pre-determined theme or topic with 100 entries. Some of which are likely to be repetitions.
 - (b) A sure fire way to clarify thoughts, identify patterns, dive below the surface, get past the obvious and quickly gather data.
 - (c) Repetition is an important part of the process.
 - (d) Despite its daunting length, a List of 100 can usually be written in 20 minutes.
 - (e) Topics can match specific needs: 100 Things I am Proud of (for low self-esteem), 100 Things I Enjoy (for depressives), 100 Current Stresses (for stress management).
 - (f) Process by grouping the list into themes and breaking into percentages.
2. Gratitude (e.g., 10 Things to be Grateful About).
3. Accomplishments (e.g. 20 Best Accomplishments in My Life).
4. People (e.g. 5 Most Influential People in My Life).
5. Pleasures (e.g. 100 Things That Make Me Happy).
6. Study (e.g. Circle of Courage quizzes).
7. Schedules
8. To Do List

L. Perspectives

1. An alteration in point of view that provides a different perspective on an event or situation.
2. Writing in the third person voice about the self ("he/she" instead of "I") can give useful distance from traumatic events.
3. Time shift by dating an entry in the future or the past.
4. "One Year from Today" entries offer glimpses into what might be held as unstated desires or concerns.
5. Any entry written from the perspective of another offers insight into the other's point of view and can aid in developing a sense of empathy.
6. Helps with grief process.

M. Sentence Stem

1. A sentence completion process. Fill in the blank with a word or phrase.

N. Springboard

1. A topic sentence or question written at the beginning of a journal entry to help focus and clarify the writing (e.g. "What Holds Me Back", "I Don't Want to Face...", "My Next Right Action is...", "The Best Things I Can Do For Myself Right Now Is...").

O. Stepping Stones

1. A chronological list of 10 to 15 turning points (stepping stones) of a life or life issue.
2. Stepping Stones are neutral with regard to pleasure or pain, positive or negative, pride or shame.
3. Provides a narrative that can form the basis for a life story or memoir.
4. Helps provide content for stories of addiction, trauma, repetition.
5. Examples include; "Relationship With Mother", "Relationship With Father", "I Was Born Into This Life", "My School Experiences", "It Was A Time When...").

P. Structured Write

1. A series of Sentence Stems, grouped and sequenced to reveal consistently deepening layers of information and awareness.
2. Can be completed in 10-15 minutes, 1-2 minutes per stem.
3. The basic Structured Write is: "I Want To Explore...", "The First Thing That Comes To Mind Is...", "I am Disturbed By Or Uncomfortable With...", "I Feel Hopeful About...").

Q. Unsent Letter

1. A metaphoric communication to another that is written with the specific intention that it will not be shared with the designated audience.
2. Offers immediate cathartic relief and a way to be safely and temporarily out of control.
3. A ritual to tear Unsent Letters when they have served their purpose symbolizes the harmless release of discharged feelings. Do this under the guidance of a Counselor.
4. Intentionally a one-way communication. A good choice when a voice has been silenced.

R. Stories

1. Life story.
2. Short story.

S. Thoughts

T. Feelings



Guidelines for Blue Pen Usage

Miami Valley Juvenile Rehabilitation Center



Please follow the rules below so you can continue to have the privilege of using your blue pen in your room.

DO

GUIDELINES

- _____ 1. Use your pen for journaling activities.
- _____ 2. Keep your pen visible on the corner of your desk for staff to see when you are not using it.
- _____ 3. Use your pen for therapy or treatment books.
- _____ 4. Use your pen for referral/grievance forms, therapist and nurse requests.
- _____ 5. Use your pen to draw in your journal or on paper/pad that has been initialed for such use and authorized by your therapist.
- _____ 6. Use your pen to draw on letter writing paper if you wish to mail a picture in a letter.
- _____ 7. Use your pen to write on your monthly calendar to promote responsibility and personal organization.
- _____ 8. Use your pen to complete any assignment or project that your therapist or supervisors have initialed and given you instructions to complete.
- _____ 9. Notify staff immediately if your pen starts to leak or if it explodes so the mess can be cleaned up right away and no property will be ruined or damaged.
- _____ 10. Make sure that anything you receive that has blue pen is initialed by staff, such as:
 - a. Items brought with you when you came to MVJRC.
 - b. Items received at visitation or through the mail.
 - c. Items brought back from a Transition Release.
- _____ 11. Use your pen for letter writing.
- _____ 12. Use your pen for activity books; such as Crosswords, Word Search books or Sudoku puzzles.
- _____ 13. Make sure you review pages 51-55 in your Program Manual that also goes over these rules.

DO NOT

GUIDELINES

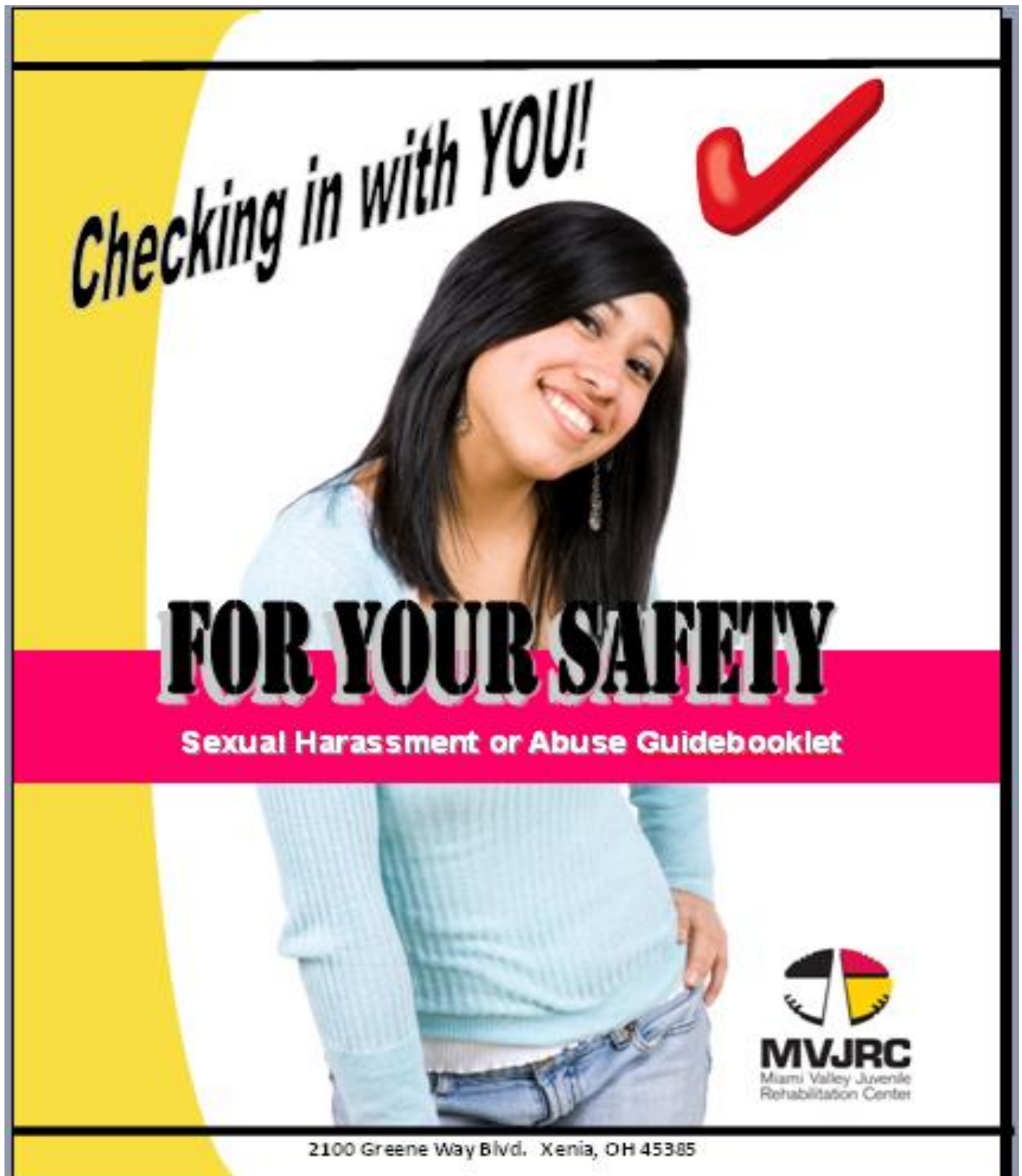
- _____ 1. Do not write outside of your journal, therapy or treatment books. This will result in an *Abuse of Property* write-up, however you will not lose your pen. Please be aware that continued *Abuse of Property* write-ups may result in a *Defiance* write-up.
- _____ 2. Do not damage your pen; such as breaking it, smashing it or making the ink come out. *You will lose your pen for two weeks and receive a Damaging Property write-up.*
- _____ 3. Do not write or get blue ink on any MVJRC property or property of your own. *This may result in a Damaging Property write-up.*
- _____ 4. Do not write on your Meal Calendar. It is to stay in your room like the Program Manual.
- _____ 5. Do not mark on yourself with your pen. *This will result in an Abuse of Property write-up.*
- _____ 6. Do not forget to leave your pen on your desk visible to staff when out of your room. *This will result in an Off-Task write-up, however you will not lose your pen. Please be aware that continued Off-Task write-ups may result in a Defiance write-up.*
- _____ 7. Do not bring your journal or treatment/therapy books out if on a Code 1 (in room with door unlocked) in the dayroom.
- _____ 8. Do not rip or tear anything out of your journal unless approved by your therapist. *This will result in an Abuse of Property write-up.*

I agree to follow these rules and will work hard to stay in compliance.

Youth Signature: _____ Date: _____

REV: 7-29-15

PREA HANDBOOK



INSIDE THIS BOOKLET

Within this guidebook, we will cover the following topics. Read through to learn how to stay safe at MVJRC and with other contacts you may have:

PAGES	CONTENT
58	Let's Talk
58	What is Sexual Harassment/Abuse?
60	The Basics – Q&A
61	Your Rights
62	Staying Safe
63	Everyone Deserves to be Safe!
63	Zero Tolerance
64	Do Not!
65	Take Action – How to Report Sexual Harassment or Abuse?

LET'S TALK

While you are in the Miami Valley Juvenile Rehabilitation Center (MVJRC), and under the jurisdiction of the Ohio Department of Youth Services' (ODYS) custody, it is important to us that you remain safe and free from sexual harassment and/or abuse. MVJRC works very hard to help youth change their behavior, and as part of this process, it is important for all resident youth to understand that this environment is free or safe from any form of sexual harassment or abuse. Let's discuss this in greater detail now.

WHAT IS SEXUAL HARASSMENT / ABUSE?

Definitions

Sexual abuse of a youth or resident by another youth or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse.

- 1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- 2) Contact between the mouth and the penis, vulva, or anus;
- 3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- 4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a youth or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the youth or resident:

- 1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- 2) Contact between the mouth and the penis, vulva, or anus;
- 3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- 4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument; that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- 5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse arouse, or gratify sexual desire;
- 6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5).
- 7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a youth or resident, and
- 8) Any display by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of a youth or resident by staff for reasons unrelated to official duties, such as peering at a youth who is using a toilet to perform bodily functions; requiring a youth to expose his or her buttocks, genitals, or breasts; or taking images of all or part of youth's naked body or of a youth performing bodily functions.

Sexual harassment includes;

- 1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth or resident directed toward another; and
- 2) Repeated verbal comments or gestures of a sexual nature to a youth or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

THE BASICS

Q1: What will happen if I sexually abuse or sexually harass someone at MVJRC?

A1: We will investigate the sexual abuse or sexual harassment and will seek criminal charges. If you are found guilty, you could be faced with more time in MVJRC's custody, or be placed in an adult correctional facility depending on your age and the charges filed. If you have trouble controlling your actions, seek help so you don't harm anyone.

Q2: What should I do if I witness sexual abuse or sexual harassment, or even just suspect ?

A2: You need to report any sexual abuse or sexual harassment, or suspected sexual abuse or sexual harassment you witness. Any investigation will take place to find the truth. You will not get in trouble if you make an honest report.

Q3: What will happen if I make a false report?

A3: Staff members take reports of sexual abuse and sexual harassment very seriously. If you choose to make a false report of sexual abuse or sexual harassment against anyone, it will be discovered. Anyone making a false report will be held accountable. This includes loss of incentives/privileges and possible new criminal charges. Our goal is to provide the safest programs possible.

Q4: What are the steps I should take if I'm sexually abused?

A4: If you are at Miami Valley Juvenile Rehabilitation Center (MVJRC) and have been sexually abused, it is important that you do the following:

- Report the sexual abuse to a staff member.
- The staff member will separate you from the abuser and ensure that you get medical attention immediately. You will also receive the counseling services you need.

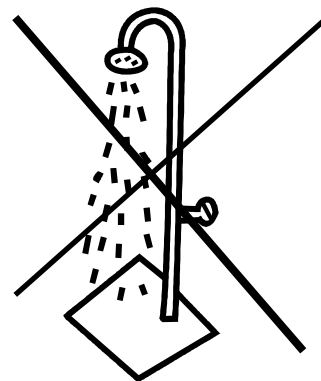
Continued on the next page . . .

A4: Continued . . .

It is important that you avoid the following until you get medical attention. The following things help preserve evidence so MVJRC can take action against the person who abused you.

DO NOT:

- Shower or wash
- Eat or drink
- Use the restroom
- Brush your teeth
- Change your clothes



Q5: What are the steps I should take if I'm sexually harassed?

A5: If you are at MVJRC and have been sexually harassed, it is important that you do the following:

- Report the sexual harassment to a staff member.
- The staff member will separate you from the harasser and you will receive the counseling services you need.

YOUR RIGHTS

You have the right to be free from sexual harassment and abuse. You also have the right to be free from retaliation for reporting incidents of sexual harassment and abuse. If you are sexually harassed or abused, or know of someone that has been sexually harassed or abuse, you need to report it to a staff member immediately. Reporting can be hard to do but it will make sure that you or others are safe from more harm. It also means that the person who caused the harm may not harm you or others any more. This is a very important way to make sure where you live is safe.

STAYING SAFE

Promoting safety is not only what staff members do, but what you, as a youth should and must do. Here are some things you can do to remain safe.

PAY ATTENTION TO:

- Where you are.

Avoid being isolated away from the main group where staff members can't see you. Position yourself in plain view. Harassment and abuse happens more often when a youth is isolated and alone with another person than when the youth is part of a group.

- Situations that make you feel uncomfortable.

Trust your gut feeling. If a situation feels wrong, it most likely is. Work to get yourself out of the situation and then report the situation to a staff member.

- Special attention someone may be giving just to you.

This may be favors, romantic or sexual advances, gestures or talk. This includes sharing secrets. You need to report this to a staff member.

- Who you tell private information to.

Youth have been known to use this information to get another youth to do something they don't want to.



What do you mean by "Staff Member"?

When we talk about staff members in this booklet, we are talking about any adults who are assigned by MVJRC to work with or help the resident youth at MVJRC.

EVERYONE DESERVES TO BE SAFE

THE PROBLEM OF SEXUAL HARRASSMENT AND ABUSE

Whether you are living in a juvenile correctional facility or the community, the possibility always exists that another person may sexually harass or abuse you.

It is wrong for anyone to threaten or hurt another person. Everyone deserves to be safe. Unfortunately, some YOUTH OR EVEN STAFF MEMBERS may try to harm you.



SEXUAL AND ROMANTIC ACTIVITY

All sexual or romantic activity between staff members and youth is strictly prohibited and against the law. Also, sexual activity between youth and other youth in juvenile correctional facilities is prohibited and in some cases is against the law.

SEXUAL ABUSE WILL BE INVESTIGATED

Sexual harassment and abusive behaviors are criminal acts and will be investigated and prosecuted when possible. This includes both harassment or abuse.

ZERO TOLERANCE

Zero Tolerance means if any youth or staff member is sexually abusive or sexually harassing, MVJRC will investigate the sexual abuse or sexual harassment. The investigation will follow laws and rules that hold the person accountable.

Sexual & Romantic Activity

All sexual or romantic activity between staff members and youth is prohibited and against the law. Also, sexual activity between youth and other youth in juvenile correctional facilities is prohibited and in some cases is against the law.

Do Not:



1. Accept any offer of protection.

Someone offering to protect you from consequence or harm from anyone else will want something in return.

2. Accept a loan or gift.

Do not borrow, gamble or trade anything. Avoid owing anything to anyone.

3. Let manners get in the way of keeping yourself safe.

Do not be afraid to shout **"NO"** or **"STOP IT NOW."**

TAKE ACTION!



- Tell a staff member immediately if someone tries to isolate you, singles you out, gives you anything special, wants to trade or loan an item, or offers you protection.
- It is very important that you report these things to a staff member.
- If the staff member doesn't take you seriously or does not believe you, tell another staff member about it.

TAKE ACTION

How to report Sexual Harassment or Abuse

Talk to Youth Leader or send a letter or note to any of the following:

- Supervisor
- Director
- Mental Health Therapist
- Nurse



Or, you can make a report by:

- Filing out a **Grievance Form** and putting it in the locked Grievance Box on your unit.
- Calling the **Legal Assistance Program** collect at: 9-1-614-466-5394.
- Call the **ODYS Safety Tip Hotline** at: 9-1-855-577-7714.
- Calling the local Crisis Center: **Family Violence Prevention Center**
360 Bellbrook Ave., Xenia, OH 45385
9-372-4552, or
9-426-2336

**All facility staff members know what
to do if you have been harmed and
how to help you become safe.**

This guidebook was produced in conjunction and compliance with the Ohio Department of Youth Services in Columbus, Ohio, and the Miami Valley Juvenile Rehabilitation Center in Xenia, Ohio.

The Family Violence Prevention Center of Greene County
380 Bellbrook Avenue
Xenia, OH 45385

WHAT ADVOCATES CAN DO

1. Can go with you if you need to go to the hospital and be examined after a sexual assault.
2. Can be with you during interviews with the police or Child Protective Services when they are discussing abuse.
3. Will be the person who listens to you and supports you after the abuse.
4. Can provide you with a referral for counseling services while you are at MVJRC and when you return home.
5. Will show you respect.
6. Work with correctional staff to make sure you are safe and decrease possible contact with your perpetrator.
7. Provide you written information about sexual assault, including legal actions you can take.
8. Can talk with you about your rights as a victim of sexual assault, including legal actions you can take.
9. Be someone you can talk to confidentially about your abuse.
10. You can report an allegation of sexual assault or abuse.
11. You may either give your name or remain anonymous when calling an advocate.

WHAT ADVOCATES DO NOT DO

1. Does NOT provide you legal advice.
2. Does NOT try and treat your mental health or medical problems, although they may suggest you see someone.
3. Does NOT “investigate” your report of being sexually assaulted – they are not the police.
4. Can NOT keep “secrets” if you report additional sexual assaults.
5. Can NOT violate institutional rules (giving you phone calls to unapproved people, bringing in items without permission from the institution).

TO SPEAK TO A VICTIM ADVOCATE PLEASE FOLLOW THESE INSTRUCTIONS:

- Pick up phone, listen for dial tone.
- Dial: 1-937-372-4552

If you have questions about advocated, please talk to your institutional PREA person.

You may also write to the Rape Crisis Center at the address listed at the top of this page.

All youth calls are subject to monitoring. MVJRC must report all incidents of alleged sexual assault and sexual abuse to the appropriate Children Services Agency and the Xenia Police Department.

Miami Valley Juvenile Rehabilitation Center – Weekday Program Schedule

* = Restroom Breaks (August 2020)	# = Medications		COC = Circle of Courage		NCOC = Night Circle of Courage		PE = Physical Education		Rec = Recreation	
	Monday		Tuesday		Wednesday		Thursday		Friday	
	B/M	I/G	B/M	I/G	B/M	I/G	B/M	I/G	B/M	I/G
600 – 700 am										
700 – 755 am	Breakfast	Breakfast Class	Breakfast	Breakfast Class	Breakfast	Breakfast Class	Breakfast	Breakfast Class	Breakfast	Breakfast Class
800 – 855 am	Class	Gym/PE	Class	Gym/PE	Class	Gym/PE	Class	Gym/PE	Class	Gym/PE
900 – 955 am	Class	Showers	Class	Showers	Class	Showers	Class	Showers	Class	Showers
1000 – 1055 am	Class	Class	Class	Class	Class	Class	Class	Class	Class	Class
1100 – 1155 am	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group
*11:55 am – 12:30 pm										
12:35 – 130 pm	Class	Class	Class	Class	Class	Class	Class	Class	Class	Class
1:35 – 2:30 pm	Gym/PE	Class	Gym/PE	Class	Gym/PE	Class	Gym/PE	Class	Gym/PE	Class
2:30 – 3:30 pm	Showers	Snacks	Showers	Snacks	Showers	Snacks	Showers	Snacks	Showers	Snacks
3:30 – 4:30 pm	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group	Therapy Group
400 – 500 pm	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time
*#500 – 600 pm	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time	Work Rec Time
600 – 700 pm										
700 – 800 pm	NCOC	NCOC	NCOC	NCOC	NCOC	NCOC	NCOC	NCOC	NCOC	NCOC
800 – 900 pm	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks	Rec. Time Snacks
*#900 – 1000 pm	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene	Rec. Time Clean/Hygiene
Hygiene:	Wash face/hands, brush teeth/hair, apply deodorant, use bathroom. Activities accomplished during this block of time allow for schedule flexibility. Clean residential rooms, bathrooms, dayrooms, closets, cleaning carts during this time - disinfect surfaces, remove dirt and grime, vacuum, mop. Book Exchange may be accomplished during this time.									
Breakfast:	Youths eat in rooms. Independence and Generosity will have Current Events in classroom 2 and eat their breakfast during the class.									
COC/NCOC:	Circle of Courage and Night Circle of Courage Groups may begin earlier or later than regularly scheduled.									
Other Groups:	PEACE Group meets Tuesday's from 4 to 6 pm.									
Work:	Select projects within or outside the facility including Community Service. Typically reserved for youth in more advanced stages of the program									
Clean:	Residential rooms, bathrooms, dayrooms, living area, and hallways – disinfect surfaces, remove dirt and grime, vacuum, mop									
Recreation	Code 1: Dayroom-based individual or group activities including games, reading, letter-writing, book exchange, television, video games, hygiene, work, cleaning.									
Time:	Code 2: Room-based, on-task activities including reading, puzzles, exercise, meditation, game books, music, journaling, treatment books, staff interactions, cards, study, therapeutic items, letter writing.									
	Privilege Session Activities: Living Area/Gym/Outdoor based activities including sports, games, exercise, ping-pong, foosball, video games; movies, TV, staff interactions.									

Miami Valley Juvenile Rehabilitation Center – Classroom Schedule

Period	Time	Belonging/Mastery	Independence/Generosity	Time
1	7:00 – 7:55 am	Breakfast	Breakfast Classroom #2 – Current Events (Severt)/Group	55
2	8:00 – 8:55 am	Circle of Courage (Creager)	Circle of Courage (Creager)	55
3	9:00 - 9:55 am	Classroom #2 – App Language Arts (Stouder)*	Gym/PE (Noble)	55
4	10:00 – 10:55 am	Classroom #1 – Odysseyware (Severt)*	Showers	55
5	11:00 – 11:55 am	Classroom #1 – Odysseyware (Creager)/Group*	Classroom #2 – App. Language Arts (Stouder)	55
	11:55 am – 12:35 pm	Lunch		40
6	12:35 – 1:30 pm	Classroom #2 – Current Events (Severt)*	Classroom #1 – Odysseyware (Creager)	55
7	1:35 – 2:30 pm	Gym/PE (Noble)*	Classroom #1 – Odysseyware (Severt)	55

***Staff coverage needed in classroom due to student population numbers at this time.**

- Operationally, lunch can be 11:45 am – 12:45 pm
- Classroom #2 will be utilized 10:00 am and 1:35 pm for support for Mr. Creager.

Appendix #10

Miami Valley Juvenile Rehabilitation Center – Weekend Program Schedule

* = Restroom Breaks # = Medications COC = Circle of Courage NCOC = Night Circle of Courage

(August 2020)	Saturday		Sunday	
	B/M	I/G	B/M	I/G
* #6 to 7 am	Sleep	Sleep	Sleep	Sleep
7 to 8 am	Breakfast/Meds	Breakfast/Meds	Breakfast/Meds	Breakfast/Meds
* #8 to 9 am	Showers/Hygiene	Showers/Hygiene	Showers/Hygiene	Showers/Hygiene
9 to 10 am	Recreation Time	COC	Recreation Time	Recreation Time
10 to 11 am	COC	Recreation Time	Recreation Time	COC
* #11 am to 12 pm	Nail Clipping/Shaving	Nail Clipping/Shaving	COC	Recreation Time
12 to 1 pm	Lunch	Lunch	Lunch	Lunch
* 1 to 2 pm	Movie	Recreation Time / Clean	Visitation/ Recreation Time	Visitation/ Recreation Time
2 to 3 pm	Movie	Recreation Time / Clean	Visitation/Phone Calls/Code 1	Visitation/Phone Calls/Code 1
3 to 4 pm	Snack/Meds/Movie	Snack/Meds/ Recreation Time	Snack/Meds/Code 1	Snack/Meds/Code 1
4 to 5 pm	NCOC	Recreation Time	Visitation/ Recreation Time	Visitation/ Recreation Time
* #5 to 6 pm	Recreation Time	NCOC	NCOC	NCOC
6 to 7 pm	Dinner	Dinner	Dinner	Dinner
* 7 to 8 pm	Recreation Time / Clean	Movie	Religious Services/ Recreation Time	Recreation Time
8 to 9 pm	Recreation Time/Clean/Snack	Movie/Snack	Recreation Time/Snack	Religious Services/ Recreation Time/Snack
* #9 to 10 pm	Meds/ Recreation Time /Hygiene	Meds/ Recreation Time /Hygiene	Meds/ Recreation Time /Hygiene	Meds/ Recreation Time /Hygiene

Hygiene:	Wash face/hands, brush teeth/hair, apply deodorant, use bathroom		
Clean:	Residential rooms, bathrooms, dayrooms, living area, and hallway – disinfect surfaces, remove dirt and grime, vacuum, mop.		
Recreation Time:	Code 1: dayroom-based individual or group activities including games, reading, letter-writing, book exchange, television, video games, hygiene, work, cleaning. Code 2: Room-based, on-task activities including reading, puzzles, exercise, meditation, game books, music, journaling, treatment books, staff interactions, cards, study, therapeutic items, letter writing. Privilege Session Activities: Living Area/Gym/Outdoor based activities including sports, games, exercise, ping-pong, foosball; video games; movies, TV, staff interactions.		
Code 2 for Medications:	Belonging Odd numbered Saturday	Mastery Even numbered Saturday	Generosity Even numbered Sunday

Appendix #11



Youth Request & Grievance Form

Miami Valley Juvenile Rehabilitation Center

DO NOT WRITE IN THIS
BOX-STAFF ONLY

Youth Name: **WRITE YOUR NAME HERE**

Staff Name: **STAFF PERSON YOU ARE WRITING TO**

CHECK ONLY ONE OF THE BOXES IN THE SECTION BELOW.

☐ Request

☐ Grievance

☐ **EMERGENCY GRIEVANCE** Check here if this is an emergency, and you feel that you are in danger of sexual abuse. You do not need to complete the information below. Please sign, date and place in the grievance box.

IF IT IS A WEEKEND, LOOK IN YOUR PROGRAM MANUAL ON PAGE 67 FOR MORE WAYS TO GET IMMEDIATE HELP FROM STAFF.

SIGN YOUR NAME HERE ONLY IF YOU FILLED OUT AN EMERGENCY GRIEVANCE

Youth Signature

DATE YOUR ARE WRITING THE GRIEVANCE

Date

What to write? (Use this section to write down everything you want to talk to staff about. Be sure to include: date; time; and what happened)

USE THESE LINES TO WRITE WHY YOU WANT TO TALK TO STAFF IF IT IS REQUEST.

WHAT OR WHY YOU ARE WRITING A GRIEVANCE. WHO IS THE PERSON YOU WANT TO WRITE A GRIEVANCE ABOUT?

FOR A FASTER AND MORE CORRECT RESPONSE, DON'T FORGET TO ADD DETAILS (WHEN DID IT HAPPEN? WHAT TIME WAS IT? WHAT WAS THE DATE? WHERE WERE YOU AT?)

SIGN YOUR NAME HERE WHEN YOU ARE DONE WITH THE REQUEST OR GRIEVANCE

Youth Signature

THE DATE YOU ARE TURNING THIS FORM IN

Date

(FOR STAFF USE ONLY)

☐ Substantiated (In Favor of Youth)

☐ Unsubstantiated (Not in Favor of Youth)

Staff Response to Request/Grievance: _____

By: _____
 Responding Staff: Print Name/Title Signature

Date: _____



TRANSITION RELEASE AGREEMENT

MIAMI VALLEY JUVENILE REHABILITATION CENTER



NAME: _____	LENGTH OF RELEASE: _____	DAY(S) OR HOURS _____
SCHEDULED DATE OF RELEASE: _____	SCHEDULED TIME: _____	ACTUAL TIME: _____ STAFF: _____
SCHEDULED DATE OF RETURN: _____	SCHEDULED TIME: _____	ACTUAL TIME: _____ STAFF: _____
RELEASED TO: _____	APPROVED BY: _____	

Confirmation of Release	Date: _____	Time: _____	Staff: _____
We the undersigned agree to the following terms for Transition Release from MVJRC.			
1.	Telephone contact shall be maintained between the youth and MVJRC throughout the release period. You must have a working phone with no blocks or other arrangements must be put in place. The youth shall contact MVJRC upon his/her arrival at home. Subsequent phone calls will be made by MVJRC staff two to four (2 - 4) times daily. If you have not talked to a MVJRC staff within six (6) hours, call immediately <u>937-562-4151</u> . Staff will talk with parent/guardian as well as youth each call.		
2.	MVJRC may file a report with the police in cases of failed phone contact or absence from approved supervision. Failure to return to approved supervision may result in a charge for escape under 2921.34 of the Ohio Revised Code.		
3.	Youth must be supervised by parent/guardian at all times and are not permitted to leave the home without a parent or guardian.		
4.	Youth may visit with family members ONLY, unless otherwise noted as a Special Condition or Court Order below in section 13.		
5.	In the event of an emergency and parent/guardian needs to be elsewhere, the following steps are to be taken: A. Return youth immediately to MVJRC or B. Parent/guardian must notify MVJRC immediately of nature of emergency (police, fire, life squad), and request permission for youth to be supervised by designated adult at location and phone number. C. Youth shall remain at alternative site of approved supervision until parent/guardian returns.		
6.	Youth may communicate on the telephone to family members ONLY (unless otherwise noted as a Special Condition).		
7.	Youth may not communicate with current MVJRC youth on release in any manner.		
8.	Locations inappropriate for a juvenile should not be entered by youth and parent/guardian.		
9.	Youth must return by the exact time specified. Upon return, youth will be subjected to a strip search and a drug/alcohol screen. Appropriate dress is expected, no: make up; nail polish; artificial nails; sew-ins; hair tracks; body piercings and tattoos. Hair dye; braids and/or extensions are to be approved by the Program Manager or Designee prior to the release. Smoking by youth on MVJRC property (including the parking lot) is prohibited.		
10.	The youth and family must adhere to the Transition Release Plan goals as agreed upon with the MVJRC Mental Health Therapist (see attached).		
11.	The parent/guardian is charged with reporting any and all violations of Transition Release to MVJRC while the release is occurring.		
12.	<div style="display: flex; align-items: center;"> <div> <p style="text-align: center;">WE MONITOR ALL SOCIAL MEDIA</p> <p>Use of Internet must be supervised, supervision means sitting with youth, observing youth's use of computer at all times and aware of content at all times. Use of My Space, e-mail, instant messaging, Face Book, Twitter, Snapchat, Kik, Instagram, chat rooms and/or electric communication of any kind is not permitted.</p> <p>Consequences for getting on social media: Home release will be deemed "failed", you will need to repeat the home release or the stage may be repeated from the beginning or your court may be notified and you may possibly be removed from the program.</p> </div> </div>		
13.	Special Conditions:		

Juvenile

Parent/Guardian/Caseworker

Miami Valley Juvenile Rehabilitation Staff

Skills Homework/Medications - Signature (Secured for Release)

Staff Ensured iPod/MP4 are left in Youth's Room



GCJDC

Chromebook Device:



Xenia Community Schools and MVJRC/GCJDC work to help improve student achievement and academic growth. Through technology integration, academic opportunities increase by enhancing the curriculum and increasing 21st-century technology skills of all students and staff. The district's goal is to ensure that every school has the infrastructure to support learning with technology - and every student has a device to optimize his or her learning experience.

Receiving Your Device

Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained.

Student Activity/ Usage

All student activity is monitored by the Xenia City Schools and the MVJRC/GCJDC program in joint agreement for the future educational development of their student(s). Student(s) will be held accountable for their actions when using the Chromebook devices; including internet usage beyond educational programs:

- The consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.) cyberbullying and other unlawful or inappropriate activities by students online and unauthorized disclosure use, and dissemination of personal information regarding minors.
- Student inappropriate activity, failure to follow classroom and building rules discipline will be determined by the teachers and staff of MVJRC/GCJDC. Students can also suffer additional consequences administered by teaching staff and MVJRC/GCJDC staff through write ups etc., criminal charges being filed and/or billing of parents/guardians for damages.

When transporting the device around the classroom, students are required to close the lid. Never walk with the device open. Do not leave headphones plugged in. **MVJRC/GCJDC students are required to leave their devices in the classroom each day.** Students may never share, distribute, or otherwise allow other students access to their password. At any time, a teacher, school administrator or staff may access the device. Loaning a district-issued Chromebook to another student is also forbidden. The student who has been issued the device is responsible for all damage to the device.

Revision: 12/4/19



GCJDC

Chromebook Device:



Student Responsibilities/Acceptable Use Policy

The student is solely responsible for the Chromebook issued to them and must adhere to the following:

- Students must treat their Chromebook with care.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables or anywhere when food or drink is present.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover or plastic casing.
- Students must report any problems with their Chromebook to the teacher **immediately**.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data. **Students may only communicate with a teacher.** No other emails or personal messaging is permissible. **Students will make no attempt to access social media or any other website that does not directly contribute to the educational lesson at hand.** Do not take photos or video of other students or staff. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Revision: 12/4/19